1&2. Time Record including Personal information:

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| Date/Time | Description | Attendees | Effectiveness |
| 9/4/12, 15:45-16:10 | Meeting after class in the lounge to discuss roles and future work with team. | Marcel, Andrew, Aaron, Chris | Very effective, we figured out all our individual responsibilities |
| 9/6/12, 13:00-13:35 | Created first draft of my personal slides, emailed to Chris | Marcel | Quite effective, I got my draft done |
| 9/9/12, 15:45-16-15 | Meeting after class in the lounge to discuss slides and presentation | Marcel, Andrew, Aaron, Chris | Effective, we nailed down final slide layout, presentation order, and a few smaller things |
| 9/9/12, 23:15-23:55 | Created my personal final slides, emailed to Chris | Marcel | Finished all my work |
| 9/10/12, 12:10-12:15 | Practiced my slides | Marcel | Completed as anticipated |
| Intermittent, total 45 minutes | Texting between group to figure out order and dress code and presentation media | Marcel, Andrew, Aaron, Chris | Not so effective as group texting doesn’t work so well |