FACTS	IDEAS		LEARNING ISSUES	ACTION	DATELINE
What we know about the task	What do we need to find out?			Who is going to do it?	
- Write up Group Contract	- This is to set up some ground rules within the group with the consensus from each other. This allows the flow of the project to be smooth and ensure completion.			All	29/12/2021
- Complete the Big 5 personality test and print out the result in PDF format.	- This is to know ourselves better as it will provide an in-depth understanding based on the answer selection we have.			All	29/12/2021
- Complete Innovative skill sets survey and record the process.	- This is another survey to get to know ourselves better.			All	29/12/2021
- Design the survey questions of the identification of suitable approaches for CoVID-19 visualization in Google Form	- This will be sent out to several interviewees to gather opinions for us to undergo Empathy phase of Design Thinking process			Sharon	24/12/2021
- Sending out Google form surveys to interviewees	- Each of us will send out to 2 interviewees to collect their response.			Fatin (2 interviewees) Sadia (2 interviewees) Sharon (2 interviewees)	26/12/2021

- Write up what is the Empathy in Design Thinking Process.	- To understand how Empathy works in Design Thinking that contributes to project completion.	Sadia	7/1/2022
- Analyze the survey response obtained from the interviewees and decide which data visualization to be used.	- This is to understand the interviewees' response and draw a conclusion from it. The response must be supported with proof through articles, websites, etc.	Sharon	7/1/2022
- Set up GitHub to upload weekly documentation.	- To keep track of the project progress.	Sadia	3/1/2022