

PROJECT NAME:	Yet To be decided		
STUDENT NAME:	Nur E Siam		
STUDENT ID:	103842784	WEEK # (& dates covered):	Week 1 (29-07-2024 to 2 -08-2024)

TASKS	STATUS	TIME SPENT	ACTION ITEM/NOTE
Attended the workshop and formed a team.	Completed	2 hours	Checked with supervisor
Chosen a communication platform.	Completed	30 minutes	Checked with other team members
Talked about what projects we should focus on.	Completed	30 minutes	
Researched similar projects online and gathered ideas from them.	Completed	2 hours	
TOTAL WEEKLY TIME SPENT		5 hours	

TASKS PLANNED FOR NEXT WEEK	EXPECTED COMPLETION
------------------------------------	----------------------------

Working on the project that we will get allocated to	09-08-2024
Team members meeting	05-08-2024

Summary/weekly reflection for Week #:

-key tasks done / things attended

-key things learned about Engineering Technology projects

-any literature read and key things learned

-Issues/problems