# **DECO2500/7250 Progress Log**

# Date: 2/09/24

# Teaching Week: 7

# Team Name: Sams and the Fundamentals

# Team members present

Sam Allpass, Sam Patterson, Cate Brown, Rose (Luyi) Ying

# Items discussed and worked on from the previous week

*Including their current state (e.g., not started, in progress, completed, etc.) and team member allocation.*

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| --- | --- | --- | --- |
| **Item** | **Progress** | **Team Member(s) Responsible** | **Notes** |
| Brainstorm of issues within each contextual domain | Completed | All |  |
| Decide on domain to investigate | Completed | All | It was concluded that Health and Wellness would be the target of our contextual inquiry |

# Issues That Arose (if applicable)

It was discovered that two of the four team members would not be available during the weekly studio sessions as a result of clashes with other classes.

# Actions Required

In light of the availability clash, it was decided that weekly team meetings would be held on Tuesdays at 1pm, a suitable time for all group members to meetings of length 1 to 2 hours.

# Deliverables to be completed by the next week, including plan for the next week

*Including team member allocation to tasks/deliverables*

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| --- | --- | --- | --- |
| **Item** | **Due date** | **Team Member(s) Responsible** | **Notes** |
| Contextual inquiry | 09/09/24 | All | The domain selected for the contextual inquiry was Health and Wellbeing |
| * Prior research investigation | 09/09/24 | Cate and Rose |  |
| * SurveyMonkey online survey | 09/09/24 | Sam P |  |
| * Public interview inquiry questions | 09/09/24 | Sam A |  |

# Other Comments

# Signed, Dated and Accepted