# **DECO2500/7250 Progress Log**

# Date: 9/9/24

# Teaching Week: Week 8

# 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** | **Current State** | **Team Member(s) Responsible** | **Notes** |
| Contextual inquiry |  |  |  |
| * Existing app research | In progress | Cate and Rose | Research is complete. Next step is to convert it to paragraph. |
| * SurveyMonkey online survey | In progress | Sam P | Survey is complete and awaiting send out. |
| * Public interview inquiry questions | In progress | Sam A | Questions are prepared, waiting on public interaction. |

# Issues That Arose (if applicable)

# Actions Required

# 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** |
| Continued writing for contextual inquiry given prior research | 17/9/24 | Cate, Rose, Sam P and Sam A |  |
| Delegation of assignment sections to group members | To be completed in the Tuesday meeting | Cate, Rose, Sam P and Sam A |  |
| Prototype creation using Figma visualisation software. | 23/9/24 | Cate |  |

# Other Comments

# Signed, Dated and Accepted