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?	
Week 1 - Planning and DS1	Team member roles		Entire team	02-Jan-2022
	Create Group Contract and FILA FORMS and send to team for review		Aishwarya Sundaram	02-Jan-2022
	Review and signature of Group Contract and feedback/suggestion		Entire Team	03-Jan-2022
	Choice of open source software tool for agile project management - Asana		Entire team	02-Jan-2022
	Initial Planning meeting		Entire Team	02-Jan-2022
	MOM of Project kick start meeting		Aishwarya Sundaram	02-Jan-2022
	Environmental set up for Asana with team members and lists of activities and timeline		Aishwarya Sundaram	02-Jan-2022
	Review of Asana set up and feedback/suggestion		Entire Team	03-Jan-2022
	Analyze whether the SSM framework can deploy the project to the website		Licheng Xu	03-Jan-2022
	Choice of two set of emotions		Entire Team	06-Jan-2022
	Create common shared path for the project		Aishwarya Sundaram	04-Jan-2022
	Research on DS1		Aishwarya Sundaram	29-Dec-2021 to 03-Jan-2022
	Create Product backlog (first draft) and send to team for review		Wong Chun Seng	02-Jan-2022
	Create Sprint burndown chart and Release burndown chart (first draft) and send to team for review		Wong Chun Seng	03-Jan-2022