| **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](mailto:s2029083@siswa.um.edu.my) | 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](mailto:s2029083@siswa.um.edu.my) | 02-Jan-2022 |
|  | Environmental set up for Asana with team members and lists of activities and timeline | | [Aishwarya Sundaram](mailto:s2029083@siswa.um.edu.my) | 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](mailto:s2011558@siswa.um.edu.my) | 03-Jan-2022 |
|  | Choice of two set of emotions | | Entire Team | 06-Jan-2022 |
|  | Create common shared path for the project | | [Aishwarya Sundaram](mailto:s2029083@siswa.um.edu.my) | 04-Jan-2022 |
|  | Research on DS1 | | [Aishwarya Sundaram](mailto:s2029083@siswa.um.edu.my) | 29-Dec-2021 to 03-Jan-2022 |
|  | Create Product backlog (first draft) and send to team for review | | [Wong Chun Seng](mailto:s2034445@siswa.um.edu.my) | 02-Jan-2022 |
|  | Create Sprint burndown chart and Release burndown chart (first draft) and send to team for review | | [Wong Chun Seng](mailto:s2034445@siswa.um.edu.my) | 03-Jan-2022 |