Activities During the Planning Meet:

Estimated Task Priority: Each team member select a value between 0 (most unimportant) to 10 (most important) from the drop down list based on his/her own understanding about the task.

Estimated Task Difficulty: Each team member select a value between 0 (extremely easy) to 10 (extremely difficult) from the drop down list based on his/her own understanding about the task.

Estimated Task Time Required: Each team member select a value between 1 to 14 days from the drop down list based on his/her own understanding about the task.

Confidence about the Task: Each team member select a value between 0 (not confident at all) to 10 (extremely confident) from the drop down list based on his/her own understanding about the task and his/her own capabilities.

Assignee's Mood: Excited   Happy   Neutral   Sad   Depressed

Task Assignee: Team members should discuss among themselves to distribute the tasks. If there are tasks which remain unassigned after the discussion, team lead will decide to whom the remaining task(s) should be delegated.

Activities During the Subsequent Planning Meeting

Review for each task: if it has been completed (Yes/No), rate the quality of the result (0: Extremely Bad -10: Excellent)

Task No.	Task Description	Team Member Name:	Team Leader Abdul Siddiq Happy	Member 1 Alphaeus Happy	Member 2 Roy Happy	Member 3 Ryan Neutral	Member 4 Charles Neutral	Member 5 Lloyd Happy	Member 6 Neutral	Average Task Priority	Average Task Difficulty	Average Task Deadline (days)	Task Assignee	Task Helpers	Task Allocation Method	Has the task been completed successfully?	Actual Days used to Complete the Task	Assignee's Mood after Completing this Task	Average Task Quality Rating
1	Test plan	Task Quality Evaluation (After Task Completed)											Alphaeus	Roy	Through Discussion	Yes	4	Happy	8
		Estimated Task Priority (0-10)		8	8														
		Estimated Task Difficulty (0-10)		5	4														
		Estimated Time Required for the Task (1-14 Days)		3	4														
		Team Member's Confidence about the Task (0-10)		9	9					8	4.5	3.5							
2	Test Cases and Requirements Test Coverage report	Task Quality Evaluation (After Task Completed)		8	8		8	7					Alphaeus	Roy, Charles and Lloyd	Through Discussion	Yes	5	Happy	7.75
		Estimated Task Priority (0-10)		9	9		7	8											
		Estimated Task Difficulty (0-10)		6	7		6	6											
		Estimated Time Required for the Task (1-14 Days)		3	4		5	6											
		Team Member's Confidence about the Task (0-10)		9	9		8	7		8.25	6.25	4.5							
3	Updating old documents	Task Quality Evaluation (After Task Completed)	8	8	8	8	8	8					Roy	Roy, Ryan, Charles, Llyod and Siddiq	Through Discussion	Yes	2	Happy	8
		Estimated Task Priority (0-10)	2	3	2	4	2	3											
		Estimated Task Difficulty (0-10)	1	1	1	1	1	1											
		Estimated Time Required for the Task (1-14 Days)	1	2	2	1	1	1											
		Team Member's Confidence about the Task (0-10)	7	8	8	6	7	7		2.666666667	1	1.333333333							
4	Increase code coverage for backend tests	Task Quality Evaluation (After Task Completed)		7	7		8						Charles	Roy	Through Discussion	Yes	4	Happy	7.333333333
		Estimated Task Priority (0-10)		7	7		7												
		Estimated Task Difficulty (0-10)		4	5		4												
		Estimated Time Required for the Task (1-14 Days)		4	3		3												
		Team Member's Confidence about the Task (0-10)		7	8		9			7	4.333333333	3.333333333							
5	Added frontend tests	Task Quality Evaluation (After Task Completed)						9					Lloyd		Through Discussion	Yes	3	Excited	9
		Estimated Task Priority (0-10)						8											
		Estimated Task Difficulty (0-10)						6											
		Estimated Time Required for the Task (1-14 Days)						4											
		Team Member's Confidence about the Task (0-10)						8		8	6	4							
6	Improve GPT Response	Task Quality Evaluation (After Task Completed)	7										Abdul Siddiq		Through Discussion	Yes	5	Excited	7
		Estimated Task Priority (0-10)	9																
		Estimated Task Difficulty (0-10)	7																
		Estimated Time Required for the Task (1-14 Days)	5																
		Team Member's Confidence about the Task (0-10)	6							9	7	5							