

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	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	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
			Abdul Siddiq	Alphaeus	Roy	Ryan	Charles	Lloyd											
Team member's mood during the this week's meeting:			Happy	Happy	Happy	Neutral	Neutral	Happy	Neutral										
1	Project Proposal	Task Quality Evaluation (After Task Completed)	9	9	9	9	9	9		10	6.833333333	6.833333333	Alphaeus	Ryan, Lloyd, Charles, Roy, Siddiq	Through Discussion	Yes	7	Happy	9
	Estimated Task Priority (0-10)		10	10	10	10	10	10											
	Estimated Task Difficulty (0-10)		8	7	7	6	7	6											
	Estimated Time Required for the Task (1-14 Days)		6	6	8	7	7	7											
	Team Member's Confidence about the Task (0-10)		8	8	9	8	8	9											
2	Use Case Diagram	Task Quality Evaluation (After Task Completed)	7		8		8	9		9.6	8	7	Lloyd	Charles, Siddiq, Roy	Through Discussion	Yes	7	Happy	8
	Estimated Task Priority (0-10)		10		9		10	10											
	Estimated Task Difficulty (0-10)		8		8		8	8											
	Estimated Time Required for the Task (1-14 Days)		7		7		7	7											
	Team Member's Confidence about the Task (0-10)		4		5		8	8											
3	Project Setup (Frontend)	Task Quality Evaluation (After Task Completed)	10				10	10		4.5	3.25	2	Abdul Siddiq	Lloyd, Charles	Through Discussion	Yes	2	Happy	10
	Estimated Task Priority (0-10)		4			5	5	4											
	Estimated Task Difficulty (0-10)		2			5	4	2											
	Estimated Time Required for the Task (1-14 Days)		2			2	2	2											
	Team Member's Confidence about the Task (0-10)		7			7	7	7											
4	Project Setup (Backend)	Task Quality Evaluation (After Task Completed)			8			10		3.5	2	1.5	Roy	Lloyd	Through Discussion	Yes	2	Happy	9
	Estimated Task Priority (0-10)				4			3											
	Estimated Task Difficulty (0-10)			2				2											
	Estimated Time Required for the Task (1-14 Days)				1			2											
	Team Member's Confidence about the Task (0-10)			7				8											
5	Draft baseline for Frontend	Task Quality Evaluation (After Task Completed)	9							1	3	3	Abdul Siddiq		Through Discussion	Yes	1	Excited	9
	Estimated Task Priority (0-10)		1																
	Estimated Task Difficulty (0-10)		3																
	Estimated Time Required for the Task (1-14 Days)		3																
	Team Member's Confidence about the Task (0-10)		8																