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)

	Team Member Name:	Team Leader	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6										
Task No.	Task Description	Abdul Siddiq	Alphaeus	Roy	Ryan	Charles	Lloyd		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
	Team member's mood during the this week's meeting:	Happy	Happy	Happy	Neutral	Neutral	Happy	Neutral										
1	**Database Development (Back-end)**								10	8	8.666666667	**Alphaeus**	**Lloyd, Roy**	**Through Discussion**	**Yes**	**5**	**Happy**	7.666666667
	Task Quality Evaluation (After Task Completed)		8	7			8											
	Estimated Task Priority (0-10)		10	10			10											
	Estimated Task Difficulty (0-10)		8	8			8											
	Estimated Time Required for the Task (1-14 Days)		8	9			9											
	Team Member's Confidence about the Task (0-10)		6	6			6											
2	**Prompt Engineering (Back-end)**								8	5	4	**Roy**		**Through Discussion**	**Yes**	**4**	**Happy**	7
	Task Quality Evaluation (After Task Completed)			7														
	Estimated Task Priority (0-10)			8														
	Estimated Task Difficulty (0-10)			5														
	Estimated Time Required for the Task (1-14 Days)			4														
	Team Member's Confidence about the Task (0-10)			7														
3	**Socket Development (Back-end)**								8	8	5	**Charles**		**Through Discussion**	**Yes**	**6**	**Happy**	7
	Task Quality Evaluation (After Task Completed)					7												
	Estimated Task Priority (0-10)					8												
	Estimated Task Difficulty (0-10)					8												
	Estimated Time Required for the Task (1-14 Days)					5												
	Team Member's Confidence about the Task (0-10)					7												
4	**API Development (Back-end)**								8	7	5	**Roy**		**Through Discussion**	**Yes**	**4**	**Happy**	8
	Task Quality Evaluation (After Task Completed)			8														
	Estimated Task Priority (0-10)			8														
	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)			8														
5	**Quality Plan**								10	6	3	**Ryan**		**Through Discussion**	**Yes**	**3**	**Happy**	8
	Task Quality Evaluation (After Task Completed)				8													
	Estimated Task Priority (0-10)				10													
	Estimated Task Difficulty (0-10)				6													
	Estimated Time Required for the Task (1-14 Days)				3													
	Team Member's Confidence about the Task (0-10)				9													
6	**System Specification Requirements**								8	7	5	**Roy**	**Alphaeus, Llyod, Charles, Ryan, Abdul Siddiq**	**Through Discussion**	**Yes**	**3**	**Happy**	9
	Task Quality Evaluation (After Task Completed)	9	9	9	9	9	9											
	Estimated Task Priority (0-10)	8	8	8	8	8	8											
	Estimated Task Difficulty (0-10)	7	7	7	7	7	7											
	Estimated Time Required for the Task (1-14 Days)	5	5	5	5	5	5											
	Team Member's Confidence about the Task (0-10)	9	9	9	9	9	9											
7	**Lobby page**								10	8	8	**Abdul Siddiq**		**Through Discussion**	**Yes**	**5**	**Happy**	8
	Task Quality Evaluation (After Task Completed)	8																
	Estimated Task Priority (0-10)	10																
	Estimated Task Difficulty (0-10)	8																
	Estimated Time Required for the Task (1-14 Days)	8																
	Team Member's Confidence about the Task (0-10)	8																
8	**Landing page**								10	8	8	**Abdul Siddiq**		**Through Discussion**	**Yes**	**4**	**Happy**	8
	Task Quality Evaluation (After Task Completed)	8																
	Estimated Task Priority (0-10)	10																
	Estimated Task Difficulty (0-10)	8																
	Estimated Time Required for the Task (1-14 Days)	8																
	Team Member's Confidence about the Task (0-10)	8																
9	**Game page**								10	8	8	**Abdul Siddiq**		**Through Discussion**	**Yes**	**4**	**Happy**	8
	Task Quality Evaluation (After Task Completed)	8																
	Estimated Task Priority (0-10)	10																
	Estimated Task Difficulty (0-10)	8																
	Estimated Time Required for the Task (1-14 Days)	8																
	Team Member's Confidence about the Task (0-10)	8																