**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 | **Update System Specification Requirements** | Task Quality Evaluation (After Task Completed) | | 10 | 9 | | 10 | 10 | | 6 | 2.75 | 3.25 | **Alphaeus** | **Lloyd, Roy, Charles** | **Through Discussion** | **Yes** | **5** | **Happy** | **9.75** |
| | | Estimated Task Priority (0-10) | | 5 | 6 | | 6 | 7 | | | | | | | | | | | |
| | | Estimated Task Difficulty (0-10) | | 3 | 2 | | 3 | 3 | | | | | | | | | | | |
| | | Estimated Time Required for the Task (1-14 Days) | | 3 | 4 | | 2 | 4 | | | | | | | | | | | |
| | | Team Member's Confidence about the Task (0-10) | | 7 | 8 | | 9 | 10 | | | | | | | | | | | |
| 2 | **Risk Management Plan** | Task Quality Evaluation (After Task Completed) | | 8 | 8 | 8 | 8 | | | 5 | 4 | 6.25 | **Roy** | **Alphaeus, Ryan, Charles** | **Through Discussion** | **Yes** | **4** | **Happy** | **8** |
| | | Estimated Task Priority (0-10) | | 4 | 4 | 7 | 5 | | | | | | | | | | | | |
| | | Estimated Task Difficulty (0-10) | | 3 | 4 | 5 | 4 | | | | | | | | | | | | |
| | | Estimated Time Required for the Task (1-14 Days) | | 4 | 7 | 7 | 7 | | | | | | | | | | | | |
| | | Team Member's Confidence about the Task (0-10) | | 6 | 6 | 8 | 7 | | | | | | | | | | | | |
| 3 | **Project Plan** | Task Quality Evaluation (After Task Completed) | | 8 | 8 | 8 | 8 | | | 5.5 | 2.75 | 4.5 | **Charles** | **Alphaeus, Ryan, Roy** | **Through Discussion** | **Yes** | **6** | **Happy** | **8** |
| | | Estimated Task Priority (0-10) | | 6 | 4 | 8 | 4 | | | | | | | | | | | | |
| | | Estimated Task Difficulty (0-10) | | 2 | 2 | 5 | 2 | | | | | | | | | | | | |
| | | Estimated Time Required for the Task (1-14 Days) | | 5 | 3 | 7 | 3 | | | | | | | | | | | | |
| | | Team Member's Confidence about the Task (0-10) | | 8 | 8 | 9 | 8 | | | | | | | | | | | | |
| 4 | **Socket Development** | Task Quality Evaluation (After Task Completed) | 10 | 8 | 9 | | 8 | 9 | | 7.4 | 5.8 | 7.2 | **Roy** | **Alphaeus, Charles, Lloyd, Siddiq** | **Through Discussion** | **Yes** | **10** | **Happy** | **8.8** |
| | | Estimated Task Priority (0-10) | 8 | 7 | 6 | | 8 | 8 | | | | | | | | | | | |
| | | Estimated Task Difficulty (0-10) | 4 | 4 | 7 | | 8 | 6 | | | | | | | | | | | |
| | | Estimated Time Required for the Task (1-14 Days) | 8 | 7 | 7 | | 7 | 7 | | | | | | | | | | | |
| | | Team Member's Confidence about the Task (0-10) | 8 | 9 | 9 | | 9 | 9 | | | | | | | | | | | |
| 5 | **Frontend Development** | Task Quality Evaluation (After Task Completed) | 7 | | | | | 8 | | 7.5 | 5 | 5.5 | **Abdul Siddiq** | **Lloyd** | **Through Discussion** | **Yes** | **10** | **Excited** | **7.5** |
| | | Estimated Task Priority (0-10) | 9 | | | | | 6 | | | | | | | | | | | |
| | | Estimated Task Difficulty (0-10) | 5 | | | | | 5 | | | | | | | | | | | |
| | | Estimated Time Required for the Task (1-14 Days) | 7 | | | | | 4 | | | | | | | | | | | |
| | | Team Member's Confidence about the Task (0-10) | 7 | | | | | 8 | | | | | | | | | | | |
| 6 | **Prompt Engineering Development** | Task Quality Evaluation (After Task Completed) | | | 10 | | 10 | | | 8.5 | 9 | 6.5 | **Roy** | **Charles** | **Through Discussion** | **Yes** | **3** | **Happy** | **10** |
| | | Estimated Task Priority (0-10) | | | 8 | | 9 | | | | | | | | | | | | |
| | | Estimated Task Difficulty (0-10) | | | 10 | | 8 | | | | | | | | | | | | |
| | | Estimated Time Required for the Task (1-14 Days) | | | 7 | | 6 | | | | | | | | | | | | |
| | | Team Member's Confidence about the Task (0-10) | | | 7 | | 8 | | | | | | | | | | | | |
| 7 | **Socket Integration** | Task Quality Evaluation (After Task Completed) | 10 | | 9 | | 8 | 10 | | 8.5 | 7.75 | 7.25 | **Abdul Siddiq** | **Lloyd, Charles, Roy** | **Through Discussion** | **Yes** | **10** | **Depressed** | **9.25** |
| | | Estimated Task Priority (0-10) | 10 | | 8 | | 9 | 7 | | | | | | | | | | | |
| | | Estimated Task Difficulty (0-10) | 9 | | 8 | | 6 | 8 | | | | | | | | | | | |
| | | Estimated Time Required for the Task (1-14 Days) | 7 | | 9 | | 8 | 5 | | | | | | | | | | | |
| | | Team Member's Confidence about the Task (0-10) | 8 | | 6 | | 9 | 9 | | | | | | | | | | | |