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	Member 1 — Alphaeus	Member 2 — Roy	Member 3 — Ryan	Member 4 — Charles	Member 5 — Lloyd	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
	Team member's mood during the this week's meeting:		Happy	Happy	Happy	Neutral	Neutral	Happy	Neutral										
1	Presentation slides	Task Quality Evaluation (After Task Completed)	7	8	8	9	7	9		7.833333333	6.666666667	4.166666667	Abdul Siddiq	Alphaeus, Lloyd, Ryan, Charles, Roy	Through Discussion	Yes	3	Happy	8
	Estimated Task Priority (0-10)		8	8	7	7	8	9											
	Estimated Task Difficulty (0-10)		7	5	6	7	7	8											
	Estimated Time Required for the Task (1-14 Days)		4	5	3	4	4	5											
	Team Member's Confidence about the Task (0-10)		8	9	8	8	7	7											
2	Change Management Plan	Task Quality Evaluation (After Task Completed)		7						4	5	3	Alphaeus		Through Discussion	Yes	5	Happy	7
	Estimated Task Priority (0-10)			4															
	Estimated Task Difficulty (0-10)			5															
	Estimated Time Required for the Task (1-14 Days)			3															
	Team Member's Confidence about the Task (0-10)			7															
3	Design Report on Software Maintainability	Task Quality Evaluation (After Task Completed)			8					9	4	4	Roy		Through Discussion	Yes	4	Happy	8
	Estimated Task Priority (0-10)				9														
	Estimated Task Difficulty (0-10)				4														
	Estimated Time Required for the Task (1-14 Days)				4														
	Team Member's Confidence about the Task (0-10)				8														
4	Release Plan	Task Quality Evaluation (After Task Completed)						9		8	5	5	Lloyd		Through Discussion	Yes	3	Happy	9
	Estimated Task Priority (0-10)							8											
	Estimated Task Difficulty (0-10)							5											
	Estimated Time Required for the Task (1-14 Days)							5											
	Team Member's Confidence about the Task (0-10)							8											
5	Software Configuration Management Plan	Task Quality Evaluation (After Task Completed)						9		8	6	3	Lloyd		Through Discussion	Yes	4	Excited	9
	Estimated Task Priority (0-10)							8											
	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)							7											
6	Fixing backend unit test	Task Quality Evaluation (After Task Completed)					8			7	5	3	Charles		Through Discussion	Yes	4	Excited	8
	Estimated Task Priority (0-10)						7												
	Estimated Task Difficulty (0-10)						5												
	Estimated Time Required for the Task (1-14 Days)						3												
	Team Member's Confidence about the Task (0-10)						9												
6	Improving GPT Prompts and Frontend	Task Quality Evaluation (After Task Completed)	8		8					8	8	4	Roy	Siddiq	Through Discussion	Yes	4	Excited	8
	Estimated Task Priority (0-10)		9		7														
	Estimated Task Difficulty (0-10)		8		8														
	Estimated Time Required for the Task (1-14 Days)		4		4														
	Team Member's Confidence about the Task (0-10)		7		7														