TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK LOG

Date	Task	Time involved	Team member responsible (student initials)	Comments
1. October 4th, 2021	Discussed initial website plans, schedules, and allocated responsibilities	4 Hours	BS IE AJ AS	We thought the theme for this year's competition was a little unusual and may be challenging, we have agreed to meet on the first and third saturday of every month.
2. October 18th, 2021	Researched event website layout and Developed sketch of website	3 Hours	BS IE AJ AS	We developed a basic sketch for the different pages and components of our website to have a general idea of how we wanted it to look so we would not go into website creation blindly.
3. November 6th, 2021	Coding the website and preparing for submission to mini-contest	3 Hours	BS IE AJ AS	We chose the standard HTML because it is best for running websites on, but it is quite difficult. We don't need the website for the mini-contest but we have begun.
4. November 20th, 2021	Submitted to Mini-Contest A and finished preliminary website	2 Hours	IE AJ AS	The preliminary version of our website was completed and it is quite neat. We also submitted the first portion of the mini contest and are now awaiting feedback although we are ahead.
5. December 4th, 2021	Received Feedback from Contest and began making improvements to website	1.5 Hours	IE AJ	The overall website design was well received by modifications to the taskbar at the top and the possible contact page were made to be more formal and fitting for an event.
6. December 18th, 2021	Improved website literacy and ease of access, added more features.	4 Hours	BS IE AS	We added several features including the organizers contact page, made navigation through the taskbar easier, and made the page take less processing speed to load.

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Date	Task	Time involved	Team member responsible (student initials)	Comments
1. January 1st, 2022	Preparing for a Mini-Contest and trying to streamline the code for the site.	2 Hours	BS AJ AS	We are preparing for a Mini-Contest by tidying up the website which is the extent of what the contest is asking for, and we are modifying the code.
2. January 15th, 2022	Tidying up additional documentation and submitting Mini-Contest	2 Hours	AS	We are just completing loose ends like the copyright checklist and the work log components which we had left lacking earlier on.
3. February 5th, 2022	Making adjustments based of Mini-Contest comments	4 Hours	BS IE AJ AS	Minor adjustments were made to the website because overall it was well received at contest and some components were just glitching.
4. March 5th, 2022	Making adjustments based off of Regional Contest	3 Hours	BS IE AJ AS	We added to the content of the website because we felt it was lacking after our experience at the regional contest.
5. March 19th, 2022	Reworking formatting and framework for website	1 Hour	AJ	We felt as though our website had content, but it was glitchy at points, so we reworked our website to be fully functional from a coding standpoint
6. April 9th, 2022	Developing an organizational program for the theme	4 Hours	BS AJ	We wanted to further contribute to the theme by developing a program that would allow for the easier organization of tasks on a technical level.

Advisor signature _Charly Morly_

STUDENT COPYRIGHT CHECKLIST *(for students to complete and advisors to verify)*

STUDENT: Answer question 1 below.

1) Does your solution to the competitive event integrate any type of music and/or sound?   ☐ YES ☑ NO

   If NO, go to question 2.

   If YES, is the music and/or sound copyrighted?   ☐ YES ☐ NO

   If YES, move to question 1A. If NO, move to question 1B.

   1A) Have you asked for author permission to use the music and/or sound in your solution and included that permission (letter/form) in your documentation? If YES, move to question 2. If NO, ask for permission and if permission is granted, include the permission in your documentation.

   1B) Is the music/sound royalty free, or did you create the music/sound yourself? If YES, cite the royalty free music/sound OR your original music/sound properly in your documentation.

CHAPTER ADVISOR: Sign below regarding your student's answer(s) to the use of music/sound in his/her competitive event solution. Even if your student answers "NO" to question 1, please sign below noting that you have evaluated the competitive event solution and the student answered the question(s) accurately.

I, *MR. Mosley* (chapter advisor), have checked my student's solution and confirm that any use of music/ sound is done so with proper permission and is cited correctly in the student's documentation and/or the solution has been found to have no music/sound included.

STUDENT: Answer question 2 below.

2) Does your solution to the competitive event integrate any graphics/videos?   ☑ YES ☐ NO

   If NO, go to question 3.

   If YES, is(are) the graphics/videos copyrighted, registered and/or trademarked?   ☐ YES ☑ NO

   If YES, move to question 2A. If NO, move to question 2B.

   2A) Have you asked for author permission to use the graphics and/or videos in your solution and included a permission (letter/form) in your documentation for graphic/video used? If YES, move to question 3. If NO, ask for permission and if permission is granted, include the permission in your documentation.

   2B) Is(are) the graphics/videos royalty free, or did you create your own graphic? If YES, cite the royalty free graphics/videos OR your own original graphics/videos properly in your documentation.

CHAPTER ADVISOR: Sign below regarding your student's answer(s) to the use of graphics/videos in his/her competitive event solution. Even if your student answers "NO" to question 2, please sign below noting that you have evaluated the competitive event solution and the student answered the question(s) accurately.

I, *MR. Mosley* (chapter advisor), have checked my student's solution and confirm that the use of graphics/ videos with proper permission and is cited correctly in the student's documentation and/or the solution has been found to have no graphics/videos included.

STUDENT: Answer question 3 below.

3) Does your solution to the competitive event use another's thoughts or research?   ☐ YES ☑ NO

   If NO, this is the end of the checklist.

   If YES, have you properly cited other's thoughts or research in your documentation?   ☐ YES ☐ NO

   CHAPTER ADVISOR: Sign below regarding your student's answer(s) to having integrated any thoughts/research of others in his/her competitive event solution. Even if your student answers "NO" to question 3, please sign below noting that you have evaluated the competitive event solution and the student answered the question(s) accurately.

I, *Charles Mosley* (chapter advisor), have checked my student's solution and confirm that the use of the thoughts/research of others is done so with proper permission and is cited correctly in the student's documentation and/or the solution has been found to have all original thought with no use of other's thoughts/research.