**Project Log: Milestone 4**

**Meeting 1: November 14, 2016**

Attendance: Andy, Jane, Remi, Tanushree

During this meeting, we first assigned individual tasks for all group members to work on to maximize efficiency of time. We had previously discussed over social media what each group member should have started or completed and based on results, majority of tasks assigned to sufficient group members were done. Tanushree and Andy worked on making improvements to the overall DST while debugging any of the old code. Remi and Jane worked on the rubric that must be submitted in the fourth milestone. Ishu did not contribute to our meeting physically or through social media.

**Meeting 2: November 15, 2016**

Attendance: Andy, Jane, Remi, Tanushree

This meeting was intended to be a brief check-in with all group members to ensure that all milestone tasks were to be completed. We discussed what we have completed and what needs to be done until our next meeting. Members brought up any issues they have encountered with the code of the tool or if they had concerns with any of the write-ups. Ishu did not contribute to our meeting physically or through social media.

Tasks before next meeting:

November 15, 2015:

- Presentation should contain sufficient information and only need input of visuals (Jane)

- Content of user guide should be finished (Remi)

- Debugging of tool is finished and little to no changes should be made (Andy, Tanushree)

**Meeting 3: November 15, 2016**

Attendance: Remi, Jane

This meeting was for Remi and Jane to look through the guidelines on how to write a work-term report and create a template to include all relevant sections. Remi and Jane started outlining the information that was to be inputted into each section and started to write each section.

**Meeting 4: November 16, 2016**

Attendance: Andy, Jane, Remi, Tanushree, Ishu

This meeting was to finish everything that was to be submitting for milestone 4. We found that there were many more tasks to do than we had originally foresaw. The tool itself was finished, however, the documentation that we thought was near complete was missing some parts in which we had to fill in.

        Remi worked on the content of the user manual parts of the project report. She also worked on the PowerPoint with Jane and edited the documents that were to be submitted. Jane worked on completing the rubric and presentation. She also worked on formatting all the documents properly following the Department of Management Sciences Work Term Report Guideline. We had found that one of the tools functions had a compatibility issue with newer versions of Microsoft so Tanushree and Andy worked on thinking of ways to fix or compensate for this on the newer version. They also worked on finding proper visuals for all our documents to effectively aid the user.

        Ishu worked on formatting all citations in APA form, however, upon assigning him the job, he took more time than needed and did not properly format the references in proper APA. This job was then fixed by Remi because he did not fix anything after asking him to do so. He was also completing other tasks during our meeting and left early without asking the rest of the group what he could help out with despite seeing that we had several tasks that needed to be completed.

        Overall, Tanushree, Remi, Andy and Jane contributed to all parts of the write ups whether through editing or writing.