

TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK

Date	Task	Time involved	Team member responsible	Comments
10/20/20	Brainstorming Solutions	1 hour	Andrew Ashley Nicole Olivia Sherry	The team began brainstorming possible solutions to the annual theme. Possible ideas included websites focused on veterinary services and pediatric services.
11/10/20	Solution Selection	1 hour	Andrew Ashley Nicole Olivia Sherry	We reviewed all ideas made in the last meeting and decided to focus on a telemarketing company based on pediatric services.
11/17/20	Coding & Researching	2 hours	Andrew Ashley Nicole Olivia Sherry	Olivia and Ashley began coding the website on GitHub while Andrew, Nicole, and Sherry researched existing telemarketing / teleservice companies and determined what we would need to include in our website.
12/1/20	Page Organization and Design	1 hour	Andrew Ashley Nicole Olivia Sherry	The subheadings of our website were determined. The team selected a color theme as well as an organization mechanism for all webpages.
12/8/20	Writing & Coding	1 hour	Andrew Ashley Nicole Olivia Sherry	Team members were assigned specific pages to write for and began writing the website content. Meanwhile, the formatting of subheadings and pages was accounted for by the coders.

12/15/20	Review of Writing and Visual Selection	1 hour	Andrew Ashley Nicole Olivia Sherry	The team reviewed all writing samples and made recommendations. We also found free-use visuals from online databases to incorporate into our website.
12/22/20	Visual Creation and Review	1 hour	Andrew Ashley Nicole Olivia Sherry	The team brainstormed and created graphics for the website to use. Other tasks were deciding designs, fonts, and picture formatting.
1/5/21	Coding	1 hour	Ashley Olivia	The website template was fixed and reviewed by coders. Page designs were finalized. The fixed visual in the back of every page along with the scrolling number on the main page was coded and reviewed.
1/12/21	Text Incorporation	1 hour	Andrew Ashley Nicole Olivia Sherry	Writing for the website was reviewed and finalized. The text was copied into the website template.
1/19/21	Visual Incorporation	1 hour	Andrew Ashley Nicole Olivia Sherry	Visuals for the website were reviewed and finalized. The visuals were copied into the website template.
1/26/21	Website Review and Hosting	2 hours	Andrew Ashley Nicole Olivia Sherry	The team reviewed the website and checked for errors. We suggested edits and elements to be fixed for finalization. The website was also uploaded to an Internet domain and checked for error again.
2/2/21	Portfolio / Required Page Assembly	2 hours	Andrew Nicole Sherry	The required pages for the website were written by the team. We finished the References page and completed the Student

				Copyright Checklist.
2/9/21	Portfolio 2	1 hour	Andrew Ashley Nicole Olivia Sherry	The Plan of Work Log was completed and signed off. All three required pages were coded into the website.
2/16/21	Final Review of Website	1 hour	Andrew Ashley Nicole Olivia Sherry	The team gave a final overview of the website and finalized our project.
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