



## Pod Mate Activity Log

By being assigned the **Team Lead**, you will be responsible for ensuring all team members are working towards the deliverable at a manageable and reasonable pace.

Not only will you be leading your team meetings, but you will also perform alignment checks with your team via Slack. You will keep a record log of everyone on Brightspace and their progress.

The team leader will also be in charge of adjusting their version of the Raw Data Pull Excel to be set in collaboration mode and shared to their pod mates.

### Team Roles (Must be filled out Mini DM Project #1)

Name	Position
<i>Milcla Rodriguez</i>	<i>Team Lead (Meta retarget)</i>
Dua'a	Quality Assurance (SEM Conquest)
Jeremiah	Performance reporter (SEM)
<i>Adesuwa</i>	Deck Creator (Meta awareness)

### Meeting Cadences

Date	Time	Participants Present:	Notes
9/19	6PM-6:45PM	Kimmy, Hassan, Wei, Keisha	Wei was 15 minutes late to the meeting (missed the train)

9/16	7:30-8:30pm	Adesuwa, Milcla, Jeremiah	Looked over deliverables video
9/22	6pm - 6:45pm	Dua'a, Adesuwa, Milcla, Jeremiah	Assigned tabs: Meta retarget(Milcla), Meta awareness(Adesuwa), SEM(Jeremiah), and SEM conquest(Dua'a)
10/3	11:30 am - 12pm	Adesuwa, Milcla	Milcla met with Adesuwa to explain the project and how to make a pivot table
10/5	3:00 - 4:00pm	Dua'a, Adesuwa, Milcla, Jeremiah	Went over findings, next steps about performance report and presentation
10/6	6-7:00 pm	Dua'a, Adesuwa, Milcla, Jeremiah	The team assisted Adesuwa on her performance report section
10/7	5:30-6:30pm	Dua'a, Adesuwa, Milcla, Jeremiah	Practiced presenting and discussed budget spend

### Activity Tracker

Pod Member	Date	Activity they are working on
<b>Kimmy</b>	<b>9/19</b>	<b>Working on organizing data for SEM Conquest tab</b>
<b>Kimmy</b>	<b>10/1</b>	<b>Started to work on creating the deck on behalf of the team, will send updates to us by 10/2</b>
Milcla	9/18	Created email to Jenna and submitted + set up next meeting on google calendar
Milcla	9/21	Created raw performance data sheet + submitted discussion post
Dua'a	9/23	Responded to discussion post

Jeremiah	9/24	Responded to discussion post
Dua'a	9/24	Started working on her appropriate tabs
Milcla	9/28	Started working on her appropriate tabs
Jeremiah	9/30	Started working on her appropriate tabs
Dua'a	10/1	Updated QA Tracker for Jeremiah and Milcla
Milcla	10/1	Updated tab with suggestions from QA
Jeremiah	10/2	Updated tab with suggestions from QA
Adesuwa	10/3	Created her pivot table tab
Adesuwa	10/4	Responded to discussion post and continued to work on her pivot table tab by the help of Dua'a
Jeremiah	10/5	Created the performance report tab
Milcla	10/5	Assisted Jeremiah in adding everyones section to the performance report
Adesuwa	10/5	Created deck
Dua'a	10/5	Started working on their performance report section
Milcla	10/5	Started working on their performance report section
Jeremiah	10/5	Started working on their performance report section
Dua'a	10/5	Did QA on Milcla's work
Milcla	10/5	Assisted Adesuwa in adding an intro slide to the presentation and team section
Dua'a	10/6	Completed her performance report section

Milcla	10/6	Completed her performance report section
Jeremiah	10/6	Completed her performance report section
Milcla	10/6	Completed her slides
Dua'a	10/6	Completed her slides
Jeremiah	10/6	Started working on his slides
Milcla/Jeremiah/Dua'a	10/6	Assisted Adesuwa with her performance report section by creating tables and graphs for her
Jeremiah	10/6	Completed his slides
Adesuwa	10/7	Started working on her slides
Adesuwa	10/7	Continued to work on her slides and performance report section
Milcla/Dua'a	10/7	Made adjustments to their slides
Dua'a	10/7	QA Milcla's work
Adesuwa	10/7	Will be turning in presentation
Jeremiah	10/7	Will be turning in Excel sheet/performance report
Dua'a	10/7	Will be turning in QA log