

- In this week we moved towards the completion of our project.
- We started the week with a meeting in which we discussed what all is remaining to be done according to us.
- Everyone spoke about their definition of completion and what is remaining in their part and as a whole. I made sure everyone was clear on how far we are from completion and they shared their concerns about it.
- I also ensured everyone shared how much work was left on their part for completion.
- We had our second meeting after completing our remaining work and discussed our progress.
- I made sure everyone shared their current state of project and any concerns.
- In the second meeting, I made sure that everyone is giving a brief discussion about the work being left and the approach to accomplish it within given time.
- I documented the gist of both meetings and asked everyone to do peer review.
- I discussed with every member if any task with regards to UI is left. I'm pleased to inform that every task with regards to UI is completed.
- I also asked every member if they are facing any issues while working on the rest of the tasks assigned to them.