Introductory Information

World Skills UK Competition 2024-25

University of Exeter

Degree Partnerships

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World Skills UK at University of Exeter 2024-25

Form C - Communication

Only one form per team required.

Team Name	Fantastic Five – Zainab Onikoyi, Callum Wilson, Zaid Moustpha, Ibrahim Dahir, Ebenezer Odubanjo			
Planned activities	**Style of communication (email, messages, online meeting, in person meeting)**	**Objectives for communication**	**Team members involved**	**Date and time completed**
1 Initial Ideas	Online meeting	Discussing ideas, we thought suited the project brief well.	Zainab, Callum, Zaid, Ibrahim, Ebenezer	7th November 10:30- 11:00
2 Discussing idea with competition lead	Online meeting	Proposing our idea to Sarah Tudor, also asking questions about the brief and competition	Zainab, Callum, Zaid, Ibrahim, Ebenezer	15th November 11:00- 11:30
3 Discussing idea with team advisor	Online meeting	Proposing our idea to Manchanda, Pikakshi, and receiving feedback on how to improve it	Zainab, Callum, Zaid, Ibrahim, Ebenezer	15th November 3:00- 3:30
4 Assigning roles for the project	Online meeting	Deciding on who would work on what part of the project and figuring out next steps	Zainab, Callum, Zaid, Ibrahim, Ebenezer	15th November 3:30- 4:00
5 Commencing development on application	Online meeting	A git hub repo was created to handle version control. The preliminary code was also started for the website.	Ebenezer, Ibrahim	16th November 5:00- 6:45
6 Editing website	Online meeting	Logos for each company were added, the code was also formatted to be more readable	Ebenezer, Ibrahim	21st November 12:00-1:00

7 Team meeting- Review progress	Online meeting	We discussed where everyone had gotten with their part of the project, a demo was also given on the website so far	Zainab, Callum, Zaid, Ibrahim, Ebenezer	21st November 3:00- 3:30
8 Developers demo	Online meeting	The SDG information for each company was added, a demo was also given so the toolkit could be begun by Zaid.	Ebenezer, Ibrahim. Zaid	23rd November 2:00- 4:45
9 Team meeting- Review progress	Online meeting	The finishing touches were added to all parts of the project and was demonstrated and viewed by each member of the team, feedback was provided where necessary	Zainab, Callum, Zaid, Ibrahim, Ebenezer	24th November 2:00- 3:00
10 Team meeting- Review changes	Online meeting	The rationale, PowerPoint and toolkit were viewed after changes from previous meeting where implemented. They were critiqued by team members some more and were taken back for final changes	Zainab, Callum, Zaid, Ibrahim, Ebenezer	27th November 2:30- 3:00
11 Developers meeting- Edit code	Online meeting	Codebase was cleaned and code was refactored into various files to ensure maintainability, code was also optimised to ensure it was also able to function on mobile devices	Ebenezer, Ibrahim	27th November 6:00-7:00

12 Team meeting- Finalise project	Online meeting	Finalised project was viewed by all members of the team and was deemed satisfactory by all team members.	Zainab, Zaid, Ibrahim, Ebenezer (Callum was unavailable due to medical reasons)	1st December 3:00- 4:30
13 Team advisor meeting	Online meeting	Demonstrated project and supporting documentation to Pikakshi and received feedback. Implemented what we could in the time we had	Zainab, Zaid, Ibrahim, Ebenezer (Callum was unavailable due to medical reasons)	2nd December 10:00- 10:30
14 Competiton lead meeting	Online meeting	Demonstrated updated project and supporting documentation to Sarah, following feedback from our team advisor. Also received feedback and once again implemented what we could in the time we had	Zainab, Zaid, Ibrahim, Ebenezer (Callum was unavailable due to medical reasons)	2nd December 3:00- 3:30
15 Team meeting- Final updates	Online meeting	Completed necessary changes from both Pikakshi and Sarah	Zainab, Zaid, Ibrahim, Ebenezer (Callum was unavailable due to medical reasons)	2nd December 3:30-5:00
16 Team meeting- Submitting project	Online meeting	Collated all project documentation and submitted them	Zainab, Zaid, Ibrahim, Ebenezer (Callum was unavailable due to medical reasons)	3rd December 12:00-1:00
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Team Advisor

Name: Pikakshi Manchanda   Position: Team Advisor

Please return this form with your submission on 4th December 2024 **CentreForDegreePartnerships@exeter.ac.uk**