Time Budgeting & Recording  
  
**Budgeting**

* Basically, for most of the task0 we assign the time proportionally to the ratio in the whole project. For example we will make use of approximately 20 hours on the project plan.
* We plan to have a formal meeting every week for at least an hour up to two hours with our supervisor. Also we may conduct some informal meetings which should last for an hour to review what we have done after last formal meeting and before next formal meeting in order to have a better tracking on our progress.
* For most of the tasks we planned to assign two hours per person to finish each of them. Time allowance will be increased if the tasks are relatively complicated or have the need of integration with others’ work.
* We decided to spend most of our time in programming as presented in our Gantt chart which included the time for testing for each of the component.
* Before each presentation and demonstration we will spend four hours in discussing what content should be included in the presentation, an hour for preparing on slides and another hour for conducting a rehearsal which could help us to have a better performance for both presentations.

**Time recording and management system**

* Each of us will make use of our own log book. When start working on a task we will record the title of the task, starting time, ending time, actual duration and the expected duration in a form of table to make the record clear.
* We don’t have a specified person to be the time manager but during our each formal meeting we will report and review our own progress and the time spent with the whole team in order to monitor the team progress construct a better plan for the time and tasks allocation for the upcoming tasks.