**Issue Log**

**Prepared by: Jane Jung**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Issue Description** | **Impact on Project** | **Report date** | **Reported by** | **Assigned To** | **Priority**  **(M/H/L)** | **Resolve date** | **Status** | **Comments** |
| 1 | Late team formation | Reduced amount of time for the project by a week | 27/3/23 | Jane | Jane | High |  | Active | Will be working during weekends if necessary |
| 2 | Scheduling issue | Everyone’s timetables during the week clash which prevents the team from having meetings | 27/3/23 | Jane | Everyone | High | 13/3/23 | Closed | Everyone agreed to meet during the weekend (Saturday) |
| 3 | Communication with client | Client prefers Mandarin over English which none of us can speak | 28/3/23 | Matthew | Matthew | Medium | 16/3/23 | Closed | Matthew acted as the translator during the meeting, and the client agreed to give us his email if we needed further clarifications |
| 4 | Behind schedule | Lack of information of the project delayed the start of the proposal | 14/3/23 | Matthew | Jane | High | 15/3/23 | Active | Wrote out the proposal’s template, will be updating regularly with completed plans |
| 5 | Lots of requirements | The project requires lots of different components that all require different skillsets | 16/3/23 | Jane | Everyone | High | 20/4/23 | Active | Will designate tasks between members based on their skills, as we may start upskilling before submitting proposal.  Will designate tasks between members based on their skills, as we will start upskilling before submitting proposal. |
| 6 | Insufficient amount of work being completed | Saturday meetings aren’t enough for us to be productive as meeting online during the weekend reduces motivation | 29/4/23 | Myles | Everyone | High | 29/4/23 | Resolved | Additional meeting on Tuesday |
| 7 | Yeran got into accident | Yeran got into an accident on the motorway this meeting, and he had the prototype we were supposed to show Matthew | 9/5/23 | Yeran | Yeran | Medium-High | 9/5/23 | Resolved | He’s fine |
| 8 | Unresponsive client | We wanted to get the source code of the machines but Daniel hasn’t replied even after we sent him several emails, which caused us to start worrying whether we would be able to receive proper feedback from him at all | 25/5/23 | Myles | Daniel & Team | High |  | Active | He’s still not responding |
| 9 | Incorrect FactoryIO licenses | We were initially provided with starter edition FactoryIO licenses which only provided drivers for control i/o, proprietary software for interfacing with the factory scenes. It meant we didn’t have a way to interface with factory scenes with javascript modbus library. We used trial accounts but these are locked after one month, and locked to hardware. | 25/5/23 | Yeran & Joshua | Team & Matthew | High | 11/5/23 | Resolved | We have been provided a Factory I/O Ultimate Edition license by AUT, which means we can play around with the factory scenes using whatever library and unblocks future work. |