

Moise Polycarpe (VC1C)

moisepolycarpe@gmail.com

Microsoft Intune Autopilot Deployment & implementation

Time logs 9/16/2024 to 9/23/2024

22 hours accumulated in this period

Date	Duration	Type	Description of completed work	Challenges and/or Next steps
9/16/24	1.5 hour	Project Progress Survey	Version Control Repository, Project Management Board, Time log, Miscellaneous	Encountered difficulties with formatting the GitHub README file and learned how to effectively manage my Trello account for organizing tasks on the project management board.
9/17/24	0.50 hour	Schedule Meeting	Scheduled live presentation demo meeting with Professor Katherine Chuang for 10/21 @8:10AM.	Set up GitHub repository, create a README file
9/17/24	2.5 hours	GitHub repository	Created my GitHub repository and made it public. Also created the README file.	Set up Trello management board
9/17/24	1.5hours	Tello board set up	I set up a Trello board to help track my intended tasks and goals for my semester project. This board allows me to organize all project-related activities into different phases, such as planning, execution, and completion, while monitoring progress in real time. Each task is assigned specific deadlines, making it easier to stay on schedule. Additionally, I've used labels and checklists to categorize tasks and track their status, ensuring I stay organized and focused throughout the project's lifecycle. This setup will aid in better task management and goal achievement.	
9/18/24	2 hours	Research study	How to make a README 101(A <u>README</u> is a text file that introduces and explains a project. It contains information that is commonly required to understand what the project is about.)	
9/19/24	2 hours	Meeting with supervisor	Discussed the project management board flow, README file, and project plan with the supervisor. FEEDBACK: He has offered suggestions on improving the project management board flow, enhancing the clarity of the README file, and refining the project plan.	Next meeting with supervisor scheduled for 9/21/24
9/20/24	2hours	Slides	<ul style="list-style-type: none">Project Progress Survey slides such as updated slides showing links to GitHub repository and project management and screenshots.Schedule Live Demo	

9/21/24	0.5 hour	Repository commits	Created the source code repository for the project and made the first few commits. The repository is at: < https://github.com/error404progtech/Intune-Autopilot.git >.	
9/21/24	2.5hours	Trello Board organization	I have added and organized all past and current tasks in my Trello management board by creating three main columns: To Do, Doing, and Done . The "To Do" column lists all upcoming tasks that need to be started, while the "Doing" column contains tasks currently in progress. The "Done" column is for completed tasks. Each task includes due dates, labels for categorization, and checklists to ensure that every step is covered. This structure keeps the project well-organized and helps me efficiently track and manage progress.	
9/21/24	0.5 hours	Meeting with Supervisor	Applied the feedback from the supervisor into the GitHub repository and Trello board.	Next: Research, reflection, time logs, documentations
9/22/24	2.5 hours	Research study	Learned how to create folders, add a file, delete a file into GitHub repository.	
9/22/24	1 hour	Reflection	Write out reflections on the time spent on the project so far, and prepare time log for submission	
9/22/24	2 hours	Time logs	Time logs for the period of Time logs from 9/16 to 9/23 were 22 hours accumulated in this period	
9/22/24	0.5hours	Documentation	Time logs for the following periods uploaded into GitHub repository. 1. 8/28/24 to 9/4/24 2. 9/5/24 to 9/16/24 3. 9/16/24 to 9/23/24	Review
9/23/24	1hour	Review before submission	Review the project progress survey to ensure all relevant sections are covered, including updated slides that display links to both the GitHub repository and project management board. Be sure to include screenshots of these, ensuring that the links and boards are publicly accessible. Additionally, examine the time logs to verify they accurately reflect my project work, and review any personal reflections or notes related to the project's development and my learning experiences. This will ensure a comprehensive and well-documented presentation of the project's progress.	

Reflection

What were your main goals in this period?

During this period, my primary objectives were to complete essential tasks like the Project Progress Survey, which included multiple key components such as the Version Control Repository, Project Management Board, Time Logs, and other miscellaneous elements. Additionally, I successfully finished updating slides that highlighted links to both the GitHub repository and project management board, accompanied by screenshots. I also scheduled important activities, including live demos and meetings with my supervisor to ensure the project remains on track and properly documented. These steps contributed to the project's structured progress.

What were the main challenges during this phase? Were you able to meet the challenge, if so, what helped? If not, what could help?

The main challenges during this phase involved formatting the GitHub README file and effectively organizing tasks in my Trello project management board. Navigating the markdown syntax and ensuring proper structure in the README was a bit tricky, but I managed to overcome it by researching best practices. In terms of Trello, I had to figure out how to categorize tasks efficiently to stay on track. What helped was utilizing online resources and tutorials. However, additional guidance on formatting complex README elements and better time management techniques could further improve these areas.