**Issue Log**

**Prepared by: R&D Team starting Date: 13/8/2020**

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| **Versions** | **Date** |
| **1** | **13/08/2020 - 29/9/2020** |
| **2** | **29/9/2020 - 6/10/2020** |
| **3** | **6/10/2020 -** |

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| **Issue #** | **Issue Description** | **Impact on Project** | **Date Reported** | **Reported By** | **Assigned To** | **Priority**  **(M/H/L)** | **Date Resolved** | **Status** | **Comments** |
| 1 | Leen is not available for the client meeting on Thursday | The client has to reschedule for an earlier meeting time | 13/8/2020 | Miracle | Miracle | Low | 13/8/2020 | Resolved | Client meeting rescheduled and was successful |
| 2 | Our team has not done any engineering papers | Difficulty when handling hardware | 13/8/2020 | Zureen | Harpreet | Medium | 13/8/2020 | Resolved | The client will handle hardware while the team focuses on developing software |
| 3 | Allocation for client parking at AUT south campus | Difficult for the client to find parking | 13/8/2020 | Leen | Miracle | Low | 31/8/2020 | Resolved | The lecturer will allocate parking |
| 4 | Auckland has now moved to lockdown level 3 due to COVID 19 | The team is not able to have face-to-face meetings. | 13/8/2020 | Harpreet | Jayden | High | 13/8/2020 | Resolved | Communicate meetings through Teams with team members and client/mentor |
| 5 | Not able to meet face to face with a client to get hardware due to COVID 19 restrictions | Delay progress in the project | 1/9/2020 | Zureen | Leen | High | 8/9/2020 | Resolved | Reschedule meeting with a client |
| 6 | Zureen is not able to attend a face to face meetings due to the possibility of having COVID 19 | Difficult in managing and directing team members as project manager is absent | 29/9/2020 | Miracle | Leen | High | 29/9/2020 | Resolved | Need to schedule online meetings with Zureen |
| 7 | Team members not being able to access example code from the client on Google drive | Delay in the progress of the project | 29/9/2020 | Miracle | Harpreet | High | 30/9/2020 | Resolved | Email Charles to grant permission to access the file |
| 8 | Jayden is absent for team meetings and lab work with no communication | Delay in the progress of the project | 30/9/2020 | Leen | Miracle | Med | 23/10/2020 | Resolved | Project Manager to communicate |
| 9 | Feedback from Cheryll is different from what Ramesh wants | Inconsistency in requirements | 30/9/2020 | Leen | Miracle | High | 30/9/2020 | Resolved | Ramesh to communicate With Cheryll |
| 10 | Due to road closures from heavy weather conditions, cannot have face to face meetings | Cannot meet to work on setting up the hardware | 29/9/2020 | Miracle | Miracle | Med | 4/10/2020 | Resolved | Reschedule meeting date |
| 11 | Leen due date brought forward | Will be physically absent for team project related meetings | 29/9/2020 | Leen | Zureen | High | 29/9/2020 | Resolved | Assign a closer due date for documents to be completed |
| 12 | Leen unable to open files share from the client on google drive | Cannot download software and documents causing a delay in progress | 30/9/2020 | Leen | Miracle | Low | 30/9/2020 | Resolved | Technical problems |
| 13 | Cannot setup hardware for the project as equipment is with Zureen who is sick | Delay progress in the project | 30/09/2020 | Zureen | Harpreet | High | 3/10/2020 | Resolved | Keep the hardware in lockers at AUT so members can access it anytime |
| 14 | Cannot save the portfolio as a web page using Google Drive | Delay in portfolio progress | 30/9/2020 | Leen | Leen | Med | 01/10/2020 | Resolved | the portfolio has to be downloaded to the local machine can’t be saved on the drive as a web page |
| 15 | Leen urgent appointment to Middlemore hospital | Cannot be physically present for a client meeting | 6/10/2020 | Leen | Miracle | Low | 6/10/2020 | Resolved | Record client meeting |
| 16 | Auckland has moved to level 3 lockdown due to COVID 19 | The team cannot meet face to face to work on the project and cannot physically meet client and mentor | 14/02/2021 | Miracle | Miracle | Med | 17/02/2020 | Resolved | Lockdown level returns to level 2 |
| 17 | Zureen sick and unable to attend the team meeting | Delay progress of the project | 23/03/2021 | Leen | Miracle | Low | 23/03/2021 | Resolved | Online meetings |
| 18 | Unable to run QT software on Mac | Two members of the group own a Mac and cannot run the software | 23/03/2021 | Leen | Miracle | Med | 23/03/2021 | Resolved |  |
| 19 | Issues with Jayden not investing time and effort in R&D | Delay in the progress of the project | 23/03/2021 | Zureen | Leen | High | 27/03/2021 | Resolved |  |
| 20 | Miscommunication with the client to attend the meeting | Negative feedback from the client | 20/03/2021 | Zureen | Miracle | High | 26/03/2021 | Resolved |  |
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