|  |  |
| --- | --- |
| *Week1*  5th March Meeting with Ramesh and the mentor  (1 hour)        5th March Team meeting  (1 hour) | · *Current situation of the project, including feasibility, challenges, and people attitude to the project.*  · *Discuss the ability to meet face to face with the mentor.*  · *Project expectations and team working method.*    · *Discuses duties, goals on short term and long term.*  · *People motivation and how we could go over lockdown depression.* |

|  |  |
| --- | --- |
| *Week 2*  8th March personal time  (2 hours)    *9th March personal time*  *(2 hours)*      9th March Group time -Facebook chat  (1 hour)                      9th March personal time  (1 hour)              *10th March Group meeting and Group work*  *(5 hours)*                              *10th March personal time*  *(2 hour)*                      *13th March Mentor meeting*  *(30 min)*                      *13th March Client Meeting*  *(30 min)*                  *13th March Group meeting*  *(30 MIN)*            *13th March Personal time (15 min)*          13th Mar personal Time  (15 min)            *14th Mar Personal Time*  *(15 min)* | · *Read over part2 material and understand all the assignments*  · *Add all the due dates to my calendar*    · *Create an agenda for semester 2 and a routine to follow to make sure that I meet all the requirements by the end of the semester.*    · *Discusses the timetable for others*  · *Discusses the mentor timetable*  · *Discusses the client meeting*  · *Organize a meeting for tomorrow in person to do all the document required for change the scope of the project.*  · *Fill the timetable document on google docs*        · *Create timetable document on Google Drive and add all the people times to it.*  · *Manage the time conflict between all the group members.*      · *Read over the scope statement and discuss what is feasible and what is not.*  · *Contact the mentor and the client for their available time*  · *Complete a change form request to give it to the client during the meeting.*  · *Discusses team skills and what we need to upskill to make sure that all the requirements are met by the group and full fill out commitment to the client.*          · *Edit my Logbook*  · *Edit the trello borad.*  · *Prepare for semester 2 kick off meeting with mentor.*  · *Prepare for client meeting for change request in scope.*    · *Ask the mentor about the document we still need to update like risk register?*  · *Ask are we expect to show document versions on portfolio?*    · *Discuss about the importance of equal contribute to the project*  · *Discuss Jayden situation and if we need him to continue with the project*  · *Discuss about the continuous documents like Risk register, issue log, and milestone report.*  · *Agreed on a meeting Time of every Saturday 10:00 am morning meeting*        · *Discuss on every Saturday meeting if needed to support*  · *Agree on the change request form*  · *Agree on new feature to be added to the program*  · *Arrange a What’s app group with the client*      · *Request a Real time Meeting minutes/ Agenda from Zureen*  · *Discuss about every Saturday group meeting and collaborative work*  · *Discuss about Client expectations*  · *Discuss about Mentor Role and how we could benefit from her support the most.*  · *Update my Logbook*  · *Update Working weekly hours document on Google drive add the new semester and the new hours.*        · *Brainstorm and Create a list of all document we need to track its versions on google Drive.*    · *Next Week Agenda*    *1.* *Meetings are on:*  ¨ *Meeting with team on Tuesday*  ¨ *Meeting with Mentor Saturday*  *2.* *Finish all the Logbook entries and make sure I do really time entries from now*  *3.* *Create a portfolio design and start working on it so we can upload our document on real time base*  *4.* *Finish Trello board* |