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| **Individual Team Member Journal/Time Sheet Table Log** |  |  |
| **Individual Team Member Name: Anthony Meunier** |  |  |
| **Task description (Detail contribution to each project deliverables)** | **Date** | **Hours** |
| **Week 1 Contribution:** | Aug 30 – Sept 6 | ~2 |
| Gave input on organizing project approach and suggested methods for divvying of project sections as well as establish general tone/direction for project. Acclimated myself to full requirements of project. Began researching and understanding basics of analysis techniques (charts and diagrams). |  |  |
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| **Week 2 Contribution:** | Sept 6 – Sept 13 | ~1 |
| Checked-in with team to evaluate approach to project and verify sections each individual would be directly contributing to. Reviewed concepts of TCOs 1, 2, and 3 and studied how they would directly apply to my section as well as correlation between practicing them in case study and how they would apply to project sections. |  |  |
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| **Week 3 Contribution:** | Sept 13 – Sept 20 | ~2 |
| Provided feedback on diagrams relating to my project section (submitted by Aaron) and dictated more concise direction in terms of what the diagrams should or should not be which assisted in narrowing down selection and structure for AS-IS process diagram. |  |  |
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| **Week 4 Contribution:** | Sept 20 – Sept 27 | ~4 |
| Constructed AS-IS process diagram which aimed to encapsulate a key process issue that would be changed in proposed system; this highlighted the need for the new system to establish a more direct interaction between the company and end-user. Began research to set points for performing SWOT analysis. |  |  |
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| **Week 5 Contribution:** | Sept 27 – Oct 4 | ~3 |
| Refined and completed SWOT analysis diagram and spent considerable time constructing and completing competitive strategy analysis, being careful to stay concise and on-point as well as present equal balance in information and analysis between all diagrams (AS-IS, SWOT, Competitive Strategy). |  |  |
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| **Week 6 Contribution:** | Oct 4 – Oct 11 | ~2 |
| Helped encourage other members to provide updates on progress as well as establish time table for final submissions. Made final revisions and edits to my diagrams and submitted final project section to doc sharing area for team review in coming week. |  |  |
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| **Week 7 Contribution:** | Oct 11 – Oct 18 | ~1 |
| Reviewed complete project package document uploaded by team leader and gave feedback on project as a whole. Recommended minor edits to project formatting in some sections. Finalized and submitted journal/time sheet table log. |  |  |
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| **Total Hours** |  | ~14 |