

Task/Contribution(~30 words)	Contribution type	Planning Date	Contributor	Status	Actual Completion Date	Extra notes	
First meeting discussion	Discussion	03/04/2022	EVERYONE	DONE	03/04/2022	We had a 1.5 hour meeting to read the assignment specifications together and distributed work equally among team members. We also partially did Requirement 1 together to get started.	
List out all actors, items, and grounds in the whole assignment	Brainstorm	03/04/2022	EVERYONE	DONE	03/04/2022		
Second meeting discussion	Discussion	07/04/2022	EVERYONE	DONE	07/04/2022	We spent 2 hours to go through problems with the Req1 UML diagram and checked up on the progress of the other requirements.	
UML diagram problems	Brainstorm	07/04/2022	EVERYONE	DONE	07/04/2022		
Third meeting discussion	Discussion	13/04/2022	EVERYONE	DONE	13/04/2022	We had a 1 hour meeting to look at the completed UML diagram drafts and added any necessary changes.	
Changes for the UML diagrams	Brainstorm	13/04/2022	EVERYONE	DONE	13/04/2022		
Requirement 1	UML diagram	03/04/2022	Keith Ong	DONE	14/04/2022		
Requirement 2	UML diagram	03/04/2022	Keith Ong	DONE	14/04/2022		
Requirement 3	UML diagram	03/04/2022	Sam Chee	DONE	14/04/2022		
Requirement 4	UML diagram	03/04/2022	Wing Joon Yap	DONE	14/04/2022		
Requirement 5	UML diagram	03/04/2022	Sam Chee	DONE	14/04/2022		