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| **Unit of Study** | SOFT3888 |
| **Team name** | SOFT3888\_T09A\_Group3 |
| **Project Name** | CP12 – Building an app or online portal for patient symptom tracking |
| **Project start date** | 27/08/2020 |
| **Project end date** | N/A |
| **Project point person** | Ainslie Scott |
| **Report Date** | 04/09/2020 |

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| **Quick description** | A symptom tracking web app where CIPN patients can record symptoms, clinicians can view their patients’ symptoms and researchers can analyse anonymised data. |

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| **Status item** | **Status up to last week** | **Planned for next week** |
| **Scope** | Scope has not been defined | Initial scope draft will be defined |
| **Time** | Yes | Yes |
| **Quality** | N/A | Project quality standards will be defined |
| **Planned Activities** | * Team introduction * Bitbucket, Slack, Jira setup * Team contract * First meeting with client to discuss project details | * Write the initial features list / scope * Design the user interfaces * Meeting with client to finalise scope and get feedback on initial UI designs |
| **Achievements** | * Bitbucket, Slack, Jira setup * Team processes and structures were formalised in team contract * Successful first meeting with client | N/A |
| **Major deliverables** | * Team contract | * Features list * User interface designs |
| **Major issues** | * Difficulties uploading to wiki * Multiple communication points (unified to just Slack from next week) | * Aligning separate interface designs to have a unified UI design |
| **Major risks** | * Conflicting timetables making it difficult to organise meeting times | * Conflicting timetables making it difficult to organise meeting times |
| **External dependencies** | * Client meeting, Thursday 03/09 | * Client meeting, Monday 07/09 |
| **Estimated effort (h)** | 4-6 hours | 6-8 hours |
| **Recorded effort (h)** | 4 hours | 5-7 hours |
| **Overall Status (RYG)** | G | G |