

# TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK LOG

Date	Task	Time involved	Team member responsible (student initials)	Comments
1. October 30th, 2020	Marks beginning of shared Google Drive and group chat	30 min/day in between meetings	F.C, M.M, J.R, A.B, M.S	Started brainstorming ideas for this company and discussed the tools and programs that we will need to complete the project.
2. November 5th, 2020	Site template was created and ideas start to become implemented.	30 min/day in between meetings	M.M, A.B, M.S	We now have a strong basis and are starting to visualize what will go into our website.
3. December 17th, 2020	A logo was created and adjusted to suit our company	2 hours	F.C, J.R	Adobe's Illustrator was used for the creation of this logo.
4. January 10th, 2021	The framework for our website was complete and information was added	30 min/day in between meetings	M.M	Programs like Salesforce's Heroku were used for the hosting of our website and the organization of our content
5. February 9th, 2021	More detailed information for areas like the service page were added.	1 hr/day in between meetings	F.C, M.M, J.R, A.B, M.S	We are at the stage where our work finally gets implemented into a completed project.
6. February 22nd, 2021	Finishing touches were added, completing our project	1 hr/day in between meetings	F.C, M.M, J.R, A.B, M.S	Any remaining things that we had to do were completed, and the website was checked for any loose ends we did not address

Advisor signature

