

Task/Contribution(~30 words)	Planning Date	Contributor	Status	Actual Completion Date	Extra notes	
Initial Meeting for Sprint 4	28/05/2024	EVERYONE	DONE	28/05/2024	Meeting Time: 3pm - 4pm. Discussion of the Brief occurred. Group decided on Self-Defined Extensions, as well as who would be tasked to work on specific extensions. Rough date set for code to be finished by 04/05.	
Follow-up/Check-in Meeting	02/06/2024	EVERYONE	DONE	02/06/2024	Meeting Time: 8 - 8:30pm. Check-in meeting to see how members are progressing through their sections. Discussions about the extensions were conducted to clarify any confusing requirements. Finalised date to have code finished by 04/05	
Code Review and Report Work Delegation	04/05/2023	EVERYONE	DONE	04/05/2023	Meeting Time: 9 - 10:30pm. Group meeting was conducted to go through all extensions for Sprint 4. Members explained approach to each other, ensuring that requirements adhered to the brief. All extensions were implemented successfully. Report was split into sections for each member to work on.	
Video Demonstration	05/05/2023	EVERYONE	DONE	05/05/2023	Meeting Time: 9 - 10pm. Video Demonstration was parts were delegated, then recorded individually.	
Finalise Report and Collate Demonstration Videos	06/05/2024	EVERYONE	DONE	06/05/2024	No meeting. All members took turns reviewing and updating the report throughout the day.	
Pre-submission Meeting	06/05/2024	EVERYONE	DONE	06/05/2024	Meeting Time: 9 - 10pm. Final check on all resources before submission.	