The first week of the Assignment, spanning from those dates 02/05/22 – 08/05/22, the team has unanimously agreed upon taking this period slow, treating it as a time where members that pushed themselves could rest and be recharged for the follow 3 weeks. That is not to say that no work will be completed during the first week, but rather, we will analyze and delegate the sections evenly regarding the written components; disregarding the prototyping and wireframing which we intend to complete during the latter half of the Assignment 3 duration. A lot of members pushed themselves in contributing more than their fair share during Assignment 2 and in conjunction with the hasty nature that was completing the Assignment on the night of the submission date, we have split the work for the first week of Assignment 3 accordingly:

* Bo: Skills and Jobs (Marketer)
* Hayden: Skills and Jobs (Software Developer)
* Van: Skills and Jobs (UX/UI Designer)
* Daniel: Skills and Jobs (Project Manager)
* Russell: Team Profile Paragraphs

In addition to these tasks, with expectations to be completed during the end of the sprint week, the bigger sections of the written component must also be addressed and delegated during this first week, especially for parts of the Assignment that need to be done frequently such as Plans and Progress. The following work will be considered an ongoing task, and assigned to the members respectively:

* Bo: Timeframe, Tools
* Hayden:
* Van: Plans and Progress, Meetings and Agenda
* Daniel: Report Design
* Russell: Website Skeleton

Additionally, every member was reminded that the Spark Feedback pertaining to Assignment 2 needed to be done before the deadline. Unfortunately, some members, because of inaction, which will be a constant theme throughout this documentation, did not complete their feedback in time.

Throughout the week, members such as Daniel and Hayden, that did not contribute evenly during the last Assignment, showed a resurgence in their enthusiasm with the act of completing their assigned tasks of their respective Skills and Jobs earlier than the deadline. Some members were eager to carry on additional tasks, however, per the timeline that we had decided on, the additional delegation of tasks was to be discussed further during on usual weekly meetings, where we discuss progress as well as tasks to be assigned during the following week. This was a good indication that everyone was willing to try and contribute as best as they can.

The progress completed during this week was not without roadblocks and troubles. Trying to have an upkeep of 2 meetings per week, a meeting was scheduled on Friday, but due to the lack of members present, it was rescheduled to Saturday. Despite this, only 3 members showed up to the meeting: Bo, Russell, and Van where the section of Project Overview was assigned to Bo and Group processes and communication to Van. This selection of tasks was because the team believed the sections of Aims, scopes and limits, and other sections relating to the actual Project itself, would be in better handled by Hayden. No new task was assigned to Russell as creating the website skeleton by himself was already quite a demanding task and asking him to take on any more responsibilities would be unjust to him. At the end of the week, the reason for unattendance from Hayden and Daniel was ascertained with Hayden having no internet throughout the second half of the week and Daniel notifying that Saturday was a bad day to hold meetings for him, resulting from work.

In retrospect, comparing the beginning of the week’s planned tasks with what has been done at the end of the week, the team has completed most, if not all our weekly tasks, excluding those that are continuous. Resultingly, the smooth progression provided the team with a moral boost and confidence that during this Assignment, we would be able to better execute on our individual parts, and additionally, collectively work better as a team.

The second week of the Assignment spanned a timeline between 09/05/22 – 15/05/22. Given that the team had rested and taken a slow start to the Assignment, the start of this week was a sign that we were going to ramp up the responsibilities given to each member. However, considering that Hayden contracted COVID, we were down to 4 expendable members during this weekly sprint. In consideration of this roadblock, it was agreed during the tutorial that the team would try and finish the rest of the written components for the assignment during this week, for the purpose of focusing on the wireframing and prototyping during the latter half of the Assignment 3 period. Therefore, the spread of new tasks can be examined by the following:

* Bo: Career Plan, Overview
* Hayden: Tools and Tech, Aims, Career Plans
* Van: Career Plan, Group processes and communication, Scopes and Limits
* Daniel: Career Plan, Testing, Risks
* Russell: Career Plans, Roles

During this period, the following Tasks were completed:

* Bo: Career Plan, Overview
* Van: Career Plan, Group processes and communication, Scopes and Limits
* Daniel: Career Plan, Testing

Considering that most tasks were completed by the members available, there are many positive things to bring up during the reflection of tasks completed during week 2. Completing accordingly to our conceived plans, we were able to complete most of the written components, leaving the more specialized parts for Hayden to write up when he was made available again. Russell was also able to push onto Github the components of his website, although being in a different in structure, with no index.html for an actual Github page to work, it was relieving to find out that the expendable members were able to keep up and deliver on their tasks.

The main areas of concern pertaining to roadblocks during this week, was not only having to operate at a limited capacity, but also the fact that meetings were not being attended, with Russell joining Hayden in absence. At this stage of the Assignment, it would mark the beginning when these two members went missing from the Assignment, whereby responses to Bo’s text messages were not coming through. This theme of non-attendance and not communicating with the team took root during the week and became extremely prevalent in the following week 3.

In retrospect, the tasks assigned during the sprint were able to be completed by the respective members overseeing them. As mentioned before, the roadblocks of non-communication and non-attendance would cause the team some trouble, with outstanding tasks being kept in the backlog, incomplete, as well as cause trouble for assigning new tasks and consequently, some members would have to take on more than their fair share of the workload and complete the outstanding tasks that were assigned to the inactive members.

Week 3 spanned from the 16/05/22 – 22/05/22. During this week, only Bo, Daniel and Van attended the tutorials, where the discussion of the next steps and tasks relating to this week were held. In accordance with the Sunday meeting, the team agreed to focus on the fundamentals of operating new tools such as Figma and Proto.io, and familiarize themselves with them until the next meeting, which would be held on the Friday of that week. Considering the absence of our other members, we decided to defer the discussion of the actual prototyping and artifact discussion until the next meet. Therefore, the assignment of new tasks would also be delayed until the meeting.

During this week, a meeting was scheduled for Friday, in which was discussed and agreed on a consensus from the 3 members who attended. Unfortunately, only 2 members showed up; Bo and Van. Resultingly and reluctantly, the meeting would have to be rescheduled again until the Sunday, as it was the usual time in which we have conducted ourselves, and that time worked out well for every member of the group.

Although the meeting was to be held on Sunday, in lieu of lack of attendance, Bo and Van discussed the procedure relating to the prototyping. More specifically, Bo had drawn up a flow chart diagram to exemplify how the interaction between features and elements were to be implemented. At this stage, the bulk of the flow chart had been completed, with a few tweaks to be added during the following days.

Using this as a reference, Van implemented the basic functionalities of the Sticky Notes, Login-in screens, Notebook and Calendar during this week in which the complexity of prototyping these features was made simple with the help of Bo’s flow chart.

During the rescheduled meeting on Sunday, only Van and Bo were present yet again. Regardless, the discussion of the work done, as well as the focus for next week, pertaining to the tasks that each member would be assigned to was also discussed during this meeting. Bo had discuss wanting to focus on preparing for the presentation, with the task of prototyping to be continued by Van. As the inactive nature of the other members, it became difficult to access the progress of work done on their behalf, and even more difficult in assigned tasks to them as they already have a handful of outstanding tasks that had yet to be completed.

Another setback that was discovered during this week was the fact that proto.io does not support that use of condition statements and logics. This further revised the scopes and limits of what we would be able to implement using this tool. Taking this into account, we would aim to prototype the functions as close to their expected behaviors as possible and if it becomes too difficult to implement with proto.io, the basic flow and transitions between screens would be opted for these sections.

Overall, the beginning of the week started off slow, being down 2 members and having the actual discussion of the implementation of our project deferred to the latter half of the week, proved to be quite mistake to some extent. The majority of week 3’s plan was intended to relate to prototyping and creating a mockup of our project. During this week, certain members had to step up and do more than their fair share of the work.

Week 4 spanned the period from 23/05/22 – 29/05/22. The remaining written components that were originally assigned to Hayden were absorbed and completed by Bo. The preparation of the Video Assignment after the completion of Assignment 3 will also be discussed in this period, in which the discussion how to conduct, as well as discussing compromises in terms of members able to participate. This week is also dedicated to try and complete the remaining artifacts for the prototyping. Additionally, a functioning website with all the content uploaded will also need to be complete during this period. The report collation will also be done along with the rest of these tasks.

Since Hayden has still yet to contact the group regarding his wellbeing and progress, Bo has taken additional responsibilities in taking over his outstanding tasks, which were the Aims and Tools and Tech section of the report.

The prototyping has been travelling smoothly, yet some functions cannot be completely envisioned in this sprint. This is a result of a combination of time restraint, limited knowledge regarding the use of proto.io and its conventions, and the biproduct of having a single member perform most of the prototyping despite it being a two-man designated task. From the last weeks progress up until a couple of days before the deadline, Daniel has yet to show significant progress on his chosen feature to implement being “Roadmaps”. Consequently, the rest of the functional requirements for the prototype (which can be viewed from a diagram perspective here: <https://www.figma.com/file/JDsQbrtl37ZdcLE57IzGgI/Block-Market-Flow-Chart?node-id=0%3A1> ) has been completed by Van.

Week 4 Overall:

Ultimately, the team fell short of what we had intended to carry out during this week because of non-attendance, non-communication, and unfinished outstanding work. Certain members had to step up, resulting in a reasonable reflection of our intended plans for the week, albeit the bulk of this work was done during the end of the week. Therefore, the end of the Assignment will yet again be ensued by another crunch period, where we aim to complete the remaining requirements per the Assignment specifications including the remaining function of roadmaps for the prototyping, the uploading of our content on the website, and final report collation.