- Due every Sunday (submit on Brightspace by 11:00pm) **except the last one which is handed in on the Thurs. Dec. 8th.

Instructions

- Record when you meet as a group and who was present (you can count applicable in-class and lab times too)
- Briefly describe what was discussed or achieved during this meeting (in point form)
- List previous action items and who was responsible (did they do it – if not you can add the reason)
- Add new action items, when they are due, and who is responsible

Group Members schedule for Group Leader and Logs (each member is responsible for ~2-3 logs)

Week	Name	Week	Name
Sept 26-Oct 2 1-7 **Due Oct 2**	Radhey Rupapara	Oct 31-Nov 6 **Due Nov 6**	Radhey Rupapara
Oct 3-9 **Due Oct 9**	Dharmay Sureja	Nov 7-13 **Due Nov 13**	Dharmay Sureja
Oct 10-16 **Due Oct. 16**	Sagar Vaghasia	Nov 14-20 **Due Nov 20**	Sagar Vaghasia
Oct 17-23 **Due Oct 23**	Tejaswini Rallapalli	Nov 21-27 **Due Nov 27**	Tejaswini Rallapalli
Oct 24-30 **Due Oct 30**	Jayashree Ramasubramanian	**Nov 28-Dec8 Due Dec 9**	Jayashree Ramasubramanian
Note: last week is longer than the rest. It is due the day after all project items are due.			

Group:	Gold
Date:	October 16, 2022
Name (leader):	Sagar Vaghasia
For dates:	October 10 to 16

Meeting Dates and Attendance	Date and short description of meeting	Attendance (Online and Offline)
	October 12, 2022 – Worked on milestone 1 Appendices, Prepared a brief script for the interview and created questions according to tasks, prepared post study questions for coding sheets	Radhey Rupapara, Dharmay Sureja, Sagar Vaghasia, Tejaswini Rallapalli, Jayashree Ramasubramanian

Existing action items, who was responsible and did they do it (if no, include a reason)	Action Items	Member name	Complete (yes/no)*
	Brief Introduction script	All members	Yes
	Defining Tasks list and Questions for tasks	All members	Yes
	End of study questions	All members	Yes
	Post task questions	All members	Yes
	*reason/s:		

New action items (due dates even if rough) and who is responsible	New Action Items	Member name	Due Date
Other points			