

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

- 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

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

Group:	Gold			
Date:	November 6th, 2022			
Name (leader):	Radhey Bharatbhai Rupapara			
For dates:	October 31 <sup>st</sup> to November 6th			
Meeting Dates and Attendance	Date and short description of meeting		Attendance (add names)	
	November 2, 2022 - Started researching on Project study 1: Contextual Inquiry		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)*
	Created the Affinity diagram after taking reviews from the clients.		All members	November 2 2022
	Created Sticky Notes after observing users performing tasks in Pilot 1		All members	November 2, 2022
	Arranged Sticky Notes and decided themes based on groups		All members	November 2, 2022
	*reason/s:			
New action items (due dates even if rough) and who is responsible	New Action Items		Member name	Due Date

Other points	
--------------	--