- 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 23, 2022
Name (leader):	Tejaswini Rallapalli
For dates:	October 17 to 23

Meeting Dates and Attendance	Date and short description of meeting	Attendance (add names)
	October 18, 2022 – Divided tasks for Project milestone 1 and started working on the document	Radhey Rupapara, Dharmay Sureja, Sagar Vaghasia, Tejaswini Rallapalli, Jayashree Ramasubramanian
	October 19, 2022 – Performed Pilot study: interviewed two users based on our application, Wrote the answers for created interview questions according to tasks, formatted answers for the post study questions, worked on project description and information gathering approaches for milestone 1	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)*
	Project description for milestone 1	All members	Yes
	Formatting appendices based on interview answers	All members	Yes
	Proofreading the Project milestone 1 document	All members	Yes
	*reason/s:		

New action items (due dates even if rough) and who is responsible	New Action Items	Member name	Due Date
	Start researching on Project study1: Contextual inquiry	All members	October 26, 2022

Other points	