

Work Log Entries for Harold Smith

Week of January 24th – January 30th

Entry #1

Date: Monday, January 25th

Start time: 12:58pm

Task: First group meeting through Skype

Time estimate: 1 hour

Actual time: 28 minutes (ended at 1:30pm)

Notes: Initial meeting to come up with a plan of action for the project

Entry #2

Date: Monday, January 25th

Start time: 7:00pm

Task: Come up with questions to ask during requirements gathering

Time estimate: 45 minutes

Actual time: 30 minutes (ended at 7:30pm)

Notes: Just a personal task to help the group come up with good requirements questions

Entry #3

Date: Tuesday, January 26th

Start time: 4:00pm

Task: Group meeting to come up with requirements questions

Time estimate: 1 hour

Actual time: 26 minutes (ended at 4:26pm)

Notes: The group worked together to edit a Google Document to create a list of requirements questions

Entry #4

Date: Wednesday, January 27th

Start time: 2:00pm

Task: Group meeting in S102

Time estimate: 1 hour

Actual time: 45 minutes (ended around 2:45pm)

Notes: We expanded upon our gathered requirements questions and planned to schedule a meeting with the client.

Entry #5:

Date: Saturday, January 30th

Start time: 7:05pm

Task: Group meeting to expand further upon requirements questions

Time estimate: 1 hour

Actual time: 1 hour 5 minutes (ended at 8:10pm)

Notes: Skype meeting where we expanded further upon our questions and started to plan what we should do following requirements gathering.