APPENDIX A4

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tasks \ Team Members | Student A | B | C | D | E | F | G | H | I | J |
|  |  |  |  |  |  |  |  |  |  |  |
| **Team and supervisor meetings** |  |  |  |  |  |  |  |  |  |  |
| **Client meetings**  (preparation, attending, follow up) |  |  |  |  |  |  |  |  |  |  |
| **Team management and administration** |  |  |  |  |  |  |  |  |  |  |
| **Research**  searching, analysing, modelling |  |  |  |  |  |  |  |  |  |  |
| **Software**  evaluation, development, testing |  |  |  |  |  |  |  |  |  |  |
| **Presentations**  Preparing, delivering, revising |  |  |  |  |  |  |  |  |  |  |
| **Team Documents**  Writing |  |  |  |  |  |  |  |  |  |  |
| **Reviewing**  Checking and correcting other’s work |  |  |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |  |  |
| **Total hours for each time period** |  |  |  |  |  |  |  |  |  |  |
| **Total hours for project** |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Member’s Name | Members Signature |
|  |  |
| A: Ayub Khan |  |
| B: Dineth Gunawardena |  |
| C: Jimmy Li |  |
| D: Keagan Foster |  |
| E: Kosala Edirisinghe |  |
| F: Krishna Adhikari |  |
| G: Liam Pan |  |
| H: Lyndon Prado |  |
| I: Migara Gunarathne |  |
| J: Shenal Nirushka |  |
| End date of Period |  |
| Supervisors Signature |  |
| Date |  |



**Who Did What?**

As you are to be individually assessed it is necessary to ensure your marker understands your individual contribution.

This document is to demonstrate who was responsible for each piece or contribution to each piece of work in your project.

The details of this document must reconcile with the final gantt chart of your project document, your work logs, peer reviews and meeting minutes.

The following is a template to present and must be signed by all team members.

|  |  |
| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 1 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  (date : time: duration: )  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

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| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 2 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

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| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 3 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

|  |  |
| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 4 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

|  |  |
| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 5 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

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| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 6 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

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| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 7 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

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| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 8 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

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| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 9 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

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| --- | --- |
| Project Title | |
| Team Member | Activity (these are suggestions of the ways you may have contributed. There may be others and some may not be applicable).  You may also add comments to further explain your contribution or partial contribution to an activity. |
| Team Member 10 Photo  Name  Student No | Documents  Sections  Page Nos.  Software Development  Details  Design  Details  Research  Details  Networks  Details  Project Management  Details  Meetings  Details  Testing  Details  Presentation  Details  Manuals  Details  Deployment  Details  Other  Details |

I declare this is an accurate description of team contributions of the team members

|  |  |  |
| --- | --- | --- |
| Team Member Name | Signature | Date |
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