

SL	Date	Activity	Remarks	Document Link
1	29/07/24	Team formed and met to list skills and select projects	Team members listed individual skills, and selected two projects each. The skill list was compiled and 3 projects were selected from 8.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/1.%20First%20Meeting%20for%20EOI.pdf
2	31/07/24	Team formation and EOI submission (Group)	First EOI submitted before deadline	https://github.com/twt808/11522_S2_14/blob/main/Project%20EOI/Project-Team%20Allocation%20Worksheet_First_EOI.pdf
3	3/08/24	Submitted the second EOI	Since we were not allocated project in the first round of EOI, submitted again from the suggested list of projects.	https://github.com/twt808/11522_S2_14/blob/main/Project%20EOI/Project-Team%20Allocation%20Worksheet_Second_EOI.pdf
4	8/08/24	Project Allocated	We were allocated project 2024-S2-51 "Learning Experience with AWS"- A Pilot Study.	
5	13/08/24	Pre-sponsor Meet Meeting	Our team meet to discuss what we understand about the project and also list the questions/doubts to be asked/clarified to our project sponsor	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/2.%20Pre-sponsor%20Meet%20meeting.pdf
6	16/08/24	First Meeting with Project Sponsor	The team meet with the project sponsor to get more details about the project including the objectives and scope.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/3.%20Post-Sponsor%20Meet%20Meeting.pdf
7	19/08/24	Project Proposal Write Up and Work Division Meeting	The team meet to discuss how to go ahead with project proposal and plan report. We divided sections among ourself. The content were regulary discussed and wrote in library.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/4.%20Project%20Proposal%20Plan%20Work%20Division.pdf

8	21/08/24	Project Proposal Compilation and Preparing Questions for Mentor	Since the team had clarifications to be sought from mentor during the project proposal compilation, the team meet and discussed what needs to be clarified with Mentor.	
9	22/08/24	Meeting with Project Mentor	Team met project mentor and clarified doubts and also got feedback on the format of the project proposal and plan report.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/5.%20Notes%20From%20Meeting%20With%20Mentor.pdf
10	23/08/24	Project Proposal and Plan Report Compiled and Submitted	Team members collaborated to compile the report and team leader formatted the final report and submitted.	https://github.com/twt808/11522_S2_14/blob/main/Project%20Proposal%20and%20Plan%20Report/Project%20Proposal%20and%20Plan%20Report%20Group_ID_1522-S2-14.pdf
11	25/08/24	Team meeting for way forward.	Team met to discuss the way forward for the project including designing of a reflection journal template that will be used by all team members to document the learning journey when engaging with AWS Skills Builder.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/6.%20Second%20Meeting%20with%20Project%20Sponsor.pdf
12	26/08/24	Second Meeting with Project Sponsor	Team met with the project sponsor to discuss the way forward. The agenda and MoM is shared.	
13	28/08/24	Journal Template parameters discussed	Team met and discussed the journal template parameters and set of questions.	https://github.com/twt808/11522_S2_14/blob/main/Journal%20Template/Journal%20Template%20Parameters_v1.pdf
14	2/09/24	Journal Template Feedback Sought from Sponsor	Emailed the journal template to sponsor for feedback.	
15	4/09/24	Journal Template Form Created	The journal template form created for documenting the reflections using Google Forms (Selected this since its more user friendly)	https://docs.google.com/forms/d/e/1FAIpQLSc-k70mtdrdrfuzaiGn90ZOERF2IKIV_KuAnGY0w4mzTPKddGw/viewform

16	4/09/24	Journal Template Finalization and Way Forward Meeting with Sponsor	The team meet with the sponsor to discuss about finalising the journal template and way forward.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/7.%20MoM%20with%20Sponsor%20on%20Journal%20Template%20Finalization%20and%20Way%20Forward.pdf
17	6/09/24	Actions taken after meeting with sponsor.	Journal template remade as per the feedback given by sponsor and send for approval in GitHub	https://github.com/twt808/11522_S2_14/issues/1
18	6/09/24	Working with Journal Template	Since the journal template has been approved by sponsor, team met to discuss how to work with the approved template.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/8.%20MoM%20-%20Working%20with%20Journal%20Template.pdf
18	12/09/24	Team Meeting on learning and reflection.	Team met to discuss on how learning and reflection are being carried out.	https://github.com/twt808/11522_S2_14/blob/main/Agendas%20and%20Minutes%20of%20Meetings/9.%20Minutes%20of%20Meeting%2012092024.pdf
19	16/09/24	Team Meeting to discuss the struture of the research paper.	Team met to discuss on the structure of the final research paper. After coming up with the draft structure, new issue has been opened in GitHub to get feedback from sponsor.	https://github.com/twt808/11522_S2_14/issues/2
20	8/10/24	Send email to sponsor for research paper feedback and project closure	Team sent an email to sponsor for following agenda: 1. To get feedback on the draft research paper. 2. To get the list of handover materials. 3. To have a formal closure of the project.	

9/10/24	Meeting with Project Sponsor	<p>Team met the project sponsor and following are the discussions:</p> <ol style="list-style-type: none">1. Feedback on research paper: Sponsor gave feedback on the project and team recorded the feedback for changes. Sponsor advised us to incorporate her feedback and get the assistance from library for the final feedback. She also advised us to ask the help from library to approach a journal to publish our paper.2. Handover Materials: Whatever we maintained in GitHub will be the handover materials.3. Project Closure: Once we get feedback from library and also submit our paper for publishing, the team was asked to send a final email to sponsor about formal closure of the project.	
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