**Individual SMART Goals – Week 4 Sign-off**  
**Name:** Yishu Lai  
**Unit:** FIT3164 Data Science Project – Part 2  
**Project Title:** Interactive Visualisation of Spatial Data

**Date:** 14/08/2025

**Goal 1 – Complete Individual & Group Deliverables for Week 4 Sign-off**  
By Week4 studio, I will finalise my individual SMART Goals document and complete my assigned sections of the Requirements Traceability Matrix (RTM) and Risk Register. I will ensure at least 95% accuracy and completeness in my work, dedicating a minimum of 7 focused hours to drafting, reviewing, and final formatting. I will confirm readiness by having these items peer-reviewed within my team before the studio session.

**Goal 2 – Maintain Accurate and Up-to-date Kanban Board Entries**  
By Week4 studio, I will ensure all my assigned project tasks are clearly listed, status-labelled, and updated in our team’s Kanban board. I will review and update the board at least twice per week to reflect true progress, helping the team present an accurate project snapshot for tutor review.

**Goal 3 – Active Contribution in Team Collaboration**  
I will attend 100% of project meetings up to Week 4, actively participate in discussions, and contribute at least one constructive suggestion in each meeting related to RTM, Risk Register, or Kanban updates. I will also ensure all meeting action items assigned to me are completed before the next scheduled meeting.

**Goal 4 – Improve Project Documentation Quality**  
By Week4 studio, I will proofread and suggest improvements to at least two other team members’ contributions in the RTM or Risk Register, ensuring consistency in formatting, clarity in requirement mapping, and completeness in risk descriptions. This will improve the overall quality of our submission for sign-off.