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| **PROJECT NAME:** | Cyber Incident Response Plan Objectives and Evaluation | | |
| **STUDENT NAME:** | **Thomas Davis** | | |
| **STUDENT ID:** | **103203475** | **WEEK #(& dates covered):** | **Week 2 (7 Aug – 13 Aug)** |

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| **1.TASKS ACHIEVED DURING THE LAST WEEK** | **TIME SPENT** |
| **Had team meeting**   * **Discussed documentation and delegated workloads (Usability evaluation plan and Test plan)** * **Discussed meeting times and adjusted our schedule** * **Discussed contacting client and organising meeting** | **30 minutes** |
| **Had supervisor meeting**   * **Discussed completed work** * **Discussed worklogs and timelines** * **Discussed client meeting times** | **30 minutes** |
| **Further reading / research regarding test plan and usability evaluation plan.**  **Started to draft ideas regarding usability goals and reporting results (the sections delegated to myself).** | **3 hours** |
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| **TOTAL WEEKLY TIME SPENT** | **4 hours** |
| **2.TASKS TO COME** | **EXPECTED COMPLETION** |
| **Have client meeting** | **Every week** |
| **Have further team and supervisor meetings** | **Every week** |
| **Finish documentation work (Usability evaluation plan and Test plan)** | **Week 3** |
| **Recommence development of the project** | **Week 3 - 4** |
| **3.ISSUES/PROBLEMS** |  |
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