Wrap-up Notes 17/12/2023 (Sunday)

Status on Previous Actions

Who	Action	Status
Maria	Maria to continue with draft and send nightly updates to team via WhatsApp.	Completed full report draft on Thursday.
Camille	Review report • Make comments Share suggestions for Challenges	Impressed with draft. • Did near-final edit to do minor clarifications, precision and word reduction.
Abdullah	Review report • Make comments Share suggestions for Challenges	Read final report. • Appreciated its clarity. No changes.
Maria	Final polish and submission	• Complete 17/12. 1 day ahead of due date.

Plan

TEAM 1: DEVELOPMENT TEAM PROJECT

MSc AI: IA Team 1
Maria Ingold

Project Start: Tue, 21/11/2023

Display Week: 1

TASK	ASSIGNED TO	PROGRESS	START	END
Week 3 (21/11-27/11): Kickoff / Understand Requirements				
Team Meeting	Abdullah, Camille, Maria	100%	22/11/23	22/11/23
Set up shared space	Maria	100%	22/11/23	22/11/23
Sign / return contract	Abdullah, Camille, Maria	100%	22/11/23	22/11/23
Schedule meetings	Maria	100%	22/11/23	22/11/23
Clarify with Tutor	Maria (Liasion)	100%	23/11/23	23/11/23
Which/why domain / task	Abdullah, Camille, Maria	199%	22/11/23	27/11/23
Straw-man outline	Maria	100%	22/11/23	23/11/23
Thoughts on outline	Abdullah, Camille, Maria	100%	22/11/23	27/11/23
Week 4 (28/11-04/12): Outline / Plan / Begin Research				
Seminar 4	(Abdullah, Camille), Maria	100%	28/11/23	28/11/23
Team Meeting	Abdullah, Camille, Maria	100%	29/11/23	29/11/23
Initial Research	Abdullah, Camille, Maria	100%	28/11/23	1/12/23
Initial Draft	Abdullah, Camille, Maria	100%	1/12/23	4/12/23
SPRINT		100%	28/11/23	4/12/23
Week 5 (05/12-11/12): Research / Write				
Team Meeting	Abdullah, Camille, Maria	100%	9/12/23	9/12/23
Initial prose draft	Maria	100%	9/12/23	11/12/23
SPRINT		100%	5/12/23	11/12/23
Week 6 (12/12-18/12): Write / Review / Deliver (DUE 18/12)				
Seminar 6	(Abdullah, Camille), Maria	100%	12/12/23	12/12/23
Team Meeting	Abdullah, Camille, Maria	100%	13/12/23	13/12/23
Final draft	Maria	100%	13/12/23	16/12/23
Review / input / edit	Camille, Abdullah	100%	13/12/23	16/12/23
Polish / Submit	Maria	100%	17/12/23	17/12/23
SPRINT		100%	12/12/23	18/12/23
DUE!		100%	18/12/23	18/12/23