

# TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK LOG

Date	Task	Time involved	Team member responsible (student initials)	Comments
1. March 1st, 2021 - March 22nd, 2021	Preliminary Research & Brainstorming	3 weeks	JS, JS, KC, AB, CS, SD	To give a fresh start to the project, our team conducted research about medical telecommunications to further understand the theme/topic. We also brainstormed different elements (services, values, etc.) about our company that we wanted to include in the website.
2. March 24th, 2021 - April 7th, 2021	Planning & Outlining	2 weeks	JS, JS, KC, AB, CS, SD	After completing preliminary work, we took a couple weeks to specifically outline the content/elements of our website. The team did this by creating a bulleted list of every element of the website. This was done to make content-writing and designing organized and efficient.
3. April 9th, 2021 - April 30th, 2021	Content Writing	3 weeks	JS, JS, CS, AB, SD	This step of the process envelops all of the writing and editing of content for the website. More progress was concentrated during certain times, but the entire content-writing process was stretched out over the three-week period.
4. April 12th, 2021 - May 4th, 2021	Website & Graphics Design	3 weeks	KC, CS, SD	This was another long step in the process. Over the 3-week period, the three members worked on creating a visual layout of the website and creating illustrations.
5. April 15th, 2021 - May 7th, 2021	Website Development/Coding	3 weeks	JS, AB	Coding began in April and lasted into May. As the layout of the website was completed by the team's designers, the developers took the visual layout and replicated it - just with code. They also pasted content from the team's master content document straight into the website's code.
6. May 10th, 2021 - May 14th, 2021	Final Review	5 days	JS, JS, KC, AB, CS, SD	Although content, graphics, and code were constantly being reviewed throughout the entire process, the team took the final week to thoroughly read every piece of content and look at every element of the website on different devices and browsers and correct any mistakes found.

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