TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK

Date	Task	Time involved	Team member responsible (student initials)	Comments
1. 9/5/22 to 9/10/22	Reviewed last year's submissions, comment cards to begin planning for this year	9 hours	AP SM JV MH PO	- Reviewed issues and mistakes made on last year's website - Set a plan in place for States this year
2. 9/12/22 to 9/17/22	Reviewed the theme and brainstormed possible options, looked at other websites for inspiration	8 hours	AP SM JV MH	- Researched existing space companies to get a feel for a good website template - Began writing out ideas for different pages that will be present on the website
3. 9/20/22 to 9/24/22	Went over the rule book, ensured that our ideas followed the topic and didn't break any rules.	9 hours	AP SM JV MH PO	- By going over the rules early on our team is ready to avoid any careless errors or mistakes that we made during last year's competition
4. 9/26/22 to 10/1/22	Began assigning roles to each member, establishing a team dynamic	9 hours	AP MH PO	- Established jobs/roles for each team member - Will begin going over programming next session
5. 10/3/22 to 10/8/22	Introduced the coding program HTML to the group, gave basic instructions on how to work it	11 hours	AP SM JV MH PO	- New members were given a crash course on the coding program used in the website, were instructed to download it onto their computer

6. 10/10/22 to 10/14/22	Outlined framework for the website with new coding knowledge	13 hours	AP SM JV MH PO	- Website creation set into motion, with the official design process beginning soon

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Date	Task	Time involved	Team member responsible (student initials)	Comments
1. 10/17/22 to 10/22/22	Company Name and Logo Creation	10 hours	JV MH PO	- Settled on Nova Space - Various logo designs created, settled on a single one
2. 10/24/22 to 10/29/22	Began coding for the website	11 hours	AP SM JV MH PO	- New team members and existing members used their skills learned in the HTML lesson to begin coding
3. 11/1/22 to 11/5/22	Settled on a color palette/template for the website	7 hours	AP SM JV MH PO	- Agreed on a color palette and template for the website that best reflected a professional space company
4. 11/7/22 to 11/11/22	Continued to code and create for the website	15 hours	AP SM JV MH	- Jobs assigned to each team member, team leaders helped ensure that each member was accountable for their weekly workload

5. 11/14/22 to 11/18/22	Added our research into the website	11 hours	AP SM JV MH PO	- Incorporated all the research done by group members into the actual website, which was the start for the content
6. 11/21/22 to 11/25/22	Created content document, began researching more	10 hours	AP SM JV MH PO	- Each team member helped to contribute to content, with each being assigned a different page on the website

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TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK

Date	Task	Time involved	Team member responsible (student initials)	Comments
1. 11/28/22 to 12/3/22	Began working on animations for the website	13 hours	AP SM MH PO	- Looked online for inspiration for animations on the website, began implementing good ideas into ours
2. 12/5/22 to 12/9/22	Included the actual animations into the design and code of the website	10 hours	AP JV MH PO	- Used CSS to implement the animations into the website
3. 12/12/22 to 12/17/22	Continued to code	13 hours	AP SM JV MH PO	- Team helped one another, answered any questions during the process

4. 12/19/22 to 12/24/22	Coding process continued	10 hours	AP SM JV MH PO	- Team members recognized for their hard work, encouraged to continue working to reach the endgoal
5. 12/26/22 to 12/30/22	Found media to match the content written on the research document	10 hours	MH PO	- Found photo and videos online that match the content of the website
6. 1/2/23 to 1/7/23	Implemented the media into the coding/website	6 hours	AP SM JV MH PO	- Implemented the photos and videos into the website through coding design

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TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK				
Date	Task	Time involved	Team member responsible (student initials)	Comments
1. 1/9/23 to 1/13/23	Finished creating the website	7 hours	AP SM JV PO	- Answered the design prompt, made sure that all of the content was put into the website
2. 1/16/23 to 1/20/23	Began troubleshooting and checking the website for errors	10 hours	AP SM JV MH PO	- Team members worked to fix any issues with the website

3.	1/23/23 to 1/27/23	**Reviewed state submissions and brainstormed any other additions**	**8 hours**	**AP** **SM** **JV** **MH** **PO**	- **Team members read through Webmaster's rules once more** - **Team communicator adjusted deadlines as necessary** - **Created additions to website based off state submissions**
4.	1/30/23 to 2/3/23	**Add finishing touches**	**6 hours**	**AP** **SM** **JV** **MH** **PO**	- **Team members added finishing touches** - **All team members went through the website and made adjustments**
5.	3/20/23 to 3/24/23	Reviewed judges comments and discussed steps moving forward	2 hours	AP SM JV MH PO	- Team Meeting - Reviewed Judge Comments - All team members discussed how to improve website
6.	3/25/23 to 4/7/23	Created Plan	4 hours	AP SM JV MH PO	- Created plan for upgrades to the website - Distributed work to team members - Began talking about strategies to improve

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TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK LOG

Date	Task	Time involved	Team member responsible (student initials)	Comments
4/10/23 to 4/17/23 1.	Worked on Website	4 hours	AP SM JV MH PO	- Worked based on plan created within last two weeks -Everybody had separate tasks (coding, writing, debugging)
4/24/23 to 4/28/23 2.	Continued to work on Website	5 hours	AP SM JV MH PO	-Mainly worked on back-end programming and seniors taught new members of the team valuable skills for coding and programming.
5/1/23 to 5/5/23 3.	Worked on Front-End of Website	3 hours	AP SM JV MH PO	- Deleted multiple pages that were deemed unnecessary - Worked on animations of loading symbols and buttons
5/8/23 to 5/12/23 4.	Revising Website	6 hours	AP SM JV MH PO	- Combed over website multiple times looking for grammar mistakes and errors - Fixed errors like pages not loading and incorrect HTML linking
5/15/23 to 5/17/23 5.	Final Touches	6 hours	AP SM JV MH PO	- Website was looked over many times for last few errors. Documentation was confirmed to be linked correctly and formatted. - Entire team went over website together and every element was checked.
5/20/23 6.	Submit	n/a	AP SM JV MH PO	- Website was submitted to the National TSA student portal

Advisor Name: __Braden Perry__

Advisor Signature:_____

Student Initials: __AP__