Below is a log of weekly activities I contributed to as an individual towards the Employer Project (Semester A, 2024). Taking an average time spent per week, excluding skills sessions, I spent **5.4 hours per week** on the project.

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| **Week** | **Activities (unordered, with description)** | **Hours/ Activity** |
| **Week 0 –**  **Introduction** (w/c 14.10.2024) | * Completed preliminary research on LSA. * Refined notes on client and meetings. * Attended introductory session. | 2 hours  1 hour  1 hour |
| **Week 1 –**  **Context** (w/c 21.10.2024) | * Chaired first meeting, planned project beginning. * Researched potential competitors * Chaired second meeting, organised thoughts. * Refined notes on competitors and meetings. * *Attended first skills session (skills)* | 1 hour  1 hour  1 hour  1 hour  *(1 hour)* |
| **Week 2 –**  **Break** (w/c 28.10.2024) | * Attended weekly checkpoint. | 1 hour |
| **Week 3 –**  **Organisation** (w/c 04.11.2024) | * Chaired third meeting, focussed on team cohesion. * Planned timelines and report structure. * Attended weekly checkpoint. | 2 hours  1 hour  1 hour |
| **Week 4 –**  **Research**  (w/c 11.11.2024) | * Completed some more research into competitors. * Met with LSA, discussed progress. * Chaired fourth meeting, clarified objectives. * Attended weekly checkpoint. * *Attended second skills session (personalities).* | 1 hour  2 hours  2 hours  1 hour  *(1 hour)* |
| **Week 5 –**  **Analysis**  (w/c 18.11.2024) | * Planned all ten competitor analyses based on a proposed structure from LSA, refining and ensuring comprehension + ease to complete. * Attended weekly checkpoint. * *Attended third skills session (presentations)* | 6 hours  1 hour  *(1 hour)* |
| **Week 6 –**  **Workshop**  (w/c 25.11.2024) | * Completed competitor analysis on Frontier. * Attended LSA workshop, refined our analyses. * Attended weekly checkpoint. | 3 hours  2 hours  1 hour |
| **Week 7 –**  **Report**  (w/c 02.12.2024) | * Chaired fifth meeting; organised, planned, and delegated sections of the report. * Reached out to team members to encourage/help. * Wrote executive summaries for all completed competitor analyses. | 3 hours  1 hour  5 hours |
| **Week 8 –**  **Editing**  (w/c 09.12.2024) | * Completed presentation section of the report. * Edited the entire report, offering feedback where edits would be more extensive. * Wrote the executive summary for the report. * Attended weekly checkpoint. | 2 hours  2 hours  1 hour  1 hour |
| **Final Week –**  **Presentation**  (w/c 06.01.2025) | * Designed the slideshow and completed my portions. * Attended final meetings to work on the slideshow and practice presenting. | 4 hours  4 hours |
| Main responsibilities and total hours: | * **Meeting chair** – planned, prepped, and wrote notes for the meetings. * **Project planner** – planned the competitor analyses, planned the report, managed project participants. * **Report editor** – edited the final report. * **Presentation designer** – designed and planned the final presentation. | 54 hours *(+ 3 hours)* |