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 hours1 hour1 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 hour1 hour1 hour1 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 hours1 hour1 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 hour2 hours2 hours1 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 hours1 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 hours2 hours1 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 hours1 hour5 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 hours2 hours1 hour1 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 hours4 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)* |