

## Dairy Log

### **20<sup>th</sup> February**

We have been told what groups we are in which is

Alex  
Jamie  
Drew  
Lisa

We got together and did the group plan and listed what was group work and what was individual work.

We also decided who was researching what ideas

I was set the task of researching t-shirt  
Jamie was set the task of researching Year books  
Drew was set the task of researching Mugs

As Lisa was away on this day we decided that Lisa would research Photo Frames engraved.

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### **21<sup>st</sup> February**

I was away on this day as I was ill

But I was brought up to date on Wednesday

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### **22<sup>nd</sup> February**

I spoke to the rest of the group to see what I have missed and the progress of everyone's work so far

As I away I was behind so I spent the morning researching the t-shirts and noted down my findings in a mind map.

Once I had completed my research I started on my Model Spreadsheet.

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### **23<sup>rd</sup> February**

we started my model spreadsheet and I was having problems with it but I had to do it again so that had taken a lot of my time up.

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## **24<sup>th</sup> February**

We all finished our model spreadsheets but we had found out that we had to add a break even. Once I had added that I had helped Jamie with his break even on his spreadsheet. We also saved evidence of the formula used on the spreadsheet.

We had a meeting but couldn't decide on an idea

We then made a group questionnaire in the first lesson and printed out 17 copies for a class and the teacher at the time had taken them and had given them to her next class to fill out

we got our questionnaire back all filled out Drew started to enter all the results in but didn't have enough time so he took them home with him to finish

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## **27<sup>th</sup> February**

Drew had got all the results from the questionnaire done and we had a meeting

From the results we had another meeting to see what idea would be used

Lisa took down the minutes of the meeting

We then decided that my idea of the t-shirt will be used.

From there we went off and made our own individual logos with a corporate name and strap line.

I started to produce my logo.

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## **28<sup>th</sup> February**

I had finished my logo and started on my letter head.

I had finished the letter head in the 2 lessons we had.

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## **1<sup>st</sup> March**

We got together again and decided on what logo will be used the corporate identity and the strap line we would use.

It was decided that my letterhead and logo will be used but the logo from Jamies would be included in it

We then set task for each other to do the templates

Alex – Letter Head and Business Card

Jamie – Compliment slip and Invoice

Drew – Receipt

Lisa – Agenda

I have finished the tasks I was set and printed them to show to my group.

We all printed out documents up

Once we finished our task we did a group story board for the promotional website.

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### **2<sup>nd</sup> March**

I had made a template for promotional website for the group.

I had to make some changes to the template and whilst I was doing this the rest of the group were writing up what would be in there pages.

I helped Lisa and Drew with entering there parts into there pages.

I finished my page and linked all the other pages up

I then chose what promotional materials I will be doing which are Car Sticker, Flyer and Packaging

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### **3<sup>rd</sup> March**

I had started to make my promotional materials, which are a Car Sticker, Flyer and Packaging.

I have finished my Car Sticker and started on my Flyer

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### **6<sup>th</sup> March**

I carried on with my promotional materials and have finished my flyer and packaging. I made a little prototype of the packing, which was a bag from paper and took pictures of how the bag would look.

I have found out that I didn't promote our products on my promotional materials so I had to change them a little bit and added information of the product

I also told every one in my group this so they wouldn't make the same mistake.

I have started to make my e-portfolio and I have made my first page detailing what will be in the e-portfolio and I had also check the e-portfolio worked in every resolutions which is did.

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### **7<sup>th</sup> March**

I carried on with my e-portfolio and have completed two pages which were the Plan and diary pages

I tested these pages to see that the links had worked

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### **8<sup>th</sup> March**

I carried on with my e-portfolio but before I did that I converted all my files to the right format.

I then completed two more pages and tested them Proposal page and the Corporate identity page.

I then tested these pages and had them proofread by the teacher in the class

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### **9<sup>th</sup> March**

Today I completed 3 pages with all links working

The pages were Formal Documents, Promotional Website, and Promotional Material

At home I started writing my review

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### **10<sup>th</sup> March**

Today I am completing my review and checking everything on my e-portfolio

I have check the mark SPB and have found out I need to change something's in my e-portfolio and add a few more links