# Biweekly Progress Report

**PROJECT NAME:** P11: Blood Donation System

Report Date: 10/11/2021

# Tasks completed

# <List down the items completed in the past two weeks>

|  |  |
| --- | --- |
| **Sr#1** | **Task** |
| 1 | Complete high level Architecture and risk analysis document. |
| 2 | Complete Software Process selection and project plan document. |
| 3 | Incorporated review on both documents. |
| 4 | Started prototyping. |

# Tasks in progress and to be done

# <List down the items currently in progress and the items that will be completed in the next two weeks>

|  |  |
| --- | --- |
| **Sr#1** | **Task** |
| 1 | Complete initial prototype |
| 2 | Receive feedback |
| 3 | Start detailed system architecture and design |

# Outstanding Issues

# <List down any outstanding issues that needs to be addressed>

|  |  |
| --- | --- |
| **Sr#1** | **Issue** |
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|  |  |

# Decision List

# <Sometimes the team may take decisions that requires changes in the development strategy. For instance, there may be changes in requirements, development tools may need to be switched etc. Similar decisions should be listed here. All decisions require approval from the instructors>

|  |  |
| --- | --- |
| **Date** | **Decision** |
|  |  |
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|  |  |