**Weekly Report**

**Week 01 (19/01//2024 – 21/01/2024)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Duration** |  | **Progress** | **Assign to** |
| **Start Date** | **End Date** |
| Select The Client | 19/01/2024 | 19/01/2024 | Done | Collaborative |
| Onsite meeting  (Discuss The Project) | 20/01/2024 | 20/01/2024 | Done | Collaborative |
| Meet the client, gather requirements and documents | 21/01/2024 | 21/01/2024 | Done | Collaborative |