**Weekly Progress Report**

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| **Student** | SIQI BIAN |
| **Supervisor** | Dr Hasmath Thariq Ahmed |

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| **Date of Meeting:** | 26/04/2024 |
| **Meeting Number:** | 2 |
| **Anticipated problems:**  **Is the schedule reasonable and does it take into account possible delays and risks?**  **Are tasks clearly defined and is time allocated appropriately?**  **Does the outline of the project plan cover all important aspects of the project? Are the objectives and techniques of the project clearly defined?**  **How do you determine the technical route that best suits the needs of the project?**  **How do you effectively summarize and organize the literature you read?** | |
| **Agreed Actions:**  **Create a project schedule that includes deadlines.**  **Produce a Gant Chart and ensure that tasks are clearly visible in the Gant Chart and that time is allocated appropriately for each item in the project as discussed in the project outline.**  **Create an outline of the project plan, ensuring that all important aspects of the project are covered and that the objectives, scope and resource requirements are clearly defined.**  **Read a lot(10-15 articles, not later than 4 years from now) of literature, write a literature review, and based on the results of the literature review, determine the most appropriate technology path for the project's needs.**  **Record the reading of the reference articles, in the literature matrix to clearly demonstrate the necessary information contained in the literature.**  **Make use of a referencing tool (For example: Mendley or Endnote, as suitable), for documentation.**  **Always book a meeting, in advance and decide on the dates during the meeting, to avoid any last-minute changes.**  **Any submission regarding this project work is suggested to be submitted to the supervisor, well in advance before the deadline, for feedback.** | |
| **Supervisor’s signature:** ……………….………………………………………… | |