|  |
| --- |
| **Status Key** |
| On track |
| Potential risk |
| Roadblock |

Project Name -Client

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**: 07/05/2025 | **Week**: week 10 |  | **Presenter**: Brian Ma |
| **Overall Status** | On track | **Summary** | Competed technical design and most tests. Documenting deliverables. |
| **Project Components** | | | |
| **Component** | **Status** | **Owner** | **Notes** |
| Scope | On track | Brian Ma | Completed the original scope proposed by client. |
| Resources | On track | Yoyo Lam | Final field test may require additional video camera. |
| Schedule | On track | Brian Ma | System engineering documentation, handover documentation, technical report documentation |
| Risks | On track | Xingyu Luan | Last few weeks could be busy for other team members. |
| Roadblocks | On track | Everyone | Lack of understanding about the project may affect the documentation. |

# Progress Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed this week incl. owner** | **Owner** | **Planned for next week** | **Owner** |
| Competed all unit tests, functional tests and 50% of field tests. | Yoyo Lam, Brian Ma | Finish the field tests and document the result in test plan | Yoyo Lam, Brian Ma, Xinyu Qiao |
| Poster Design | Brian Ma, Yoyo Lam, Yifan Wu | Design validation | Xiang peng, Xu Ben |
| Handover document drafting | Xinyu Luan | Complete deliverable documentation | Xinyu Qiao, Brian Ma |
| Technical report drafting | Yoyo Lam | Complete technical report | Yoyo Lam, Brian |