Weekly Report

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| Reporter | **谢珮爽** | | | | **Reporting Date** | | | | | 2018.11.20 | | | | |
| **Performance of Schedule This Week**  **本周任务完成情况** | **Scheduled 计划任务完成情况** | | No. | Description | | | SS | SF | | | AS | | AF | Percent  Complete |
| 1 | 完善需求文档 | | | 11.20 | 11.27 | | | 11.20 | | 11.27 | 100% |
| 2 | 完成并补充个人周报 | | | 11.20 | 11.27 | | | 11.20 | | 11.27 | 100% |
| 3 | 编写用户手册 | | | 11.20 | 11.27 | | | 11.20 | | 11.27 | 40% |
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| **Un- scheduled计划外任务完成情况** | | **No.** | **Description** | | | **Performance** | | | | **Effect to the Schedule** | | | |
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| **Problem existent** | *<对分配任务的进度问题，存在的技术问题、存在的困难进行描述>* | | | | | | | | | | | | | |
| **Schedule**  **Next Week** | No. | Description | | | | SS | | | SF | | | Remark | | |
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| **Opinion &Proposal** | *<提出对组织、生活、培训、交流、技术等等方面的建议>* | | | | | | | | | | | | | |
| Others |  | | | | | | | | | | | | | |

***SS=Scheduled Start Date, SF=Scheduled Finish Date***

***AS=Actual Start Date, AF=Actual Finish Date***

*(Everyone is required to hand in this report every Tuesday after starting your project.)*