**Weekly Report**

**Week 01 (22/01//2024 – 28/01/2024)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | | **Duration** | |  | | **Progress** | **Assign to** | |
| **Start Date** | | **End Date** | |
| Meet the client, gather requirement. | 22/01/2024 | | 22/01/2024 | | Completed | | | Collaborative |
| online meeting | 24/01/2024 | | 24/01/2024 | | Completed | | | Samudi |
| Identify problems and Creating question list | 25/01/2024 | | 26/01/2024 | | Completed | | | Collaborative |
| Requirement clarifying & get approval from client | 28/01/2024 | | 28/01/2024 | | Completed | | | Collaborative |