

Weekly Progress Report

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Project Title: [SwiftGrade: Integrating OCR and NLP in an AI-Assisted Quiz and Exam Management System for College Educators]

Reporting Period: [April 07, 2025 – April 14, 2025]

Team Members: [Project Manager: Francis Daniel D. De Vera,
Members: Kenny Walter P. Duran and Ervin John S. Libardos]

1. Executive Summary

Overview	Complete Rework of Project Plan, Research Papers and Completion of Chapters 2,3 and 4
Current Status	[Delayed > On Schedule]

2. Completed Work

Task	Description	Assigned To	Completion Date	Status
[Task 1]	Complete Overhaul of Project Plan	All Members	04/11/2025	✅ Completed
[Task 2]	Creation and Encoding of Chapters 2, 3 and 4		04/12/2025	✅ Completed

3. Ongoing Tasks

Task	Description	Assigned To	Progress (%)	Expected Completion
[Task 1]	Preparation of the Machine Learning Tasks (OCR and NLP Modeling)	De Vera	0%	04/29/2025
[Task 2]	Preliminary Sketching of the HCI Prototype	Libardos and Duran	5%	04/29/2025

4. Issues & Blockers

Issue	Impact on Project	Proposed Solution	Status
Availability of Research Advisor	FULL RESET	Works will be Done in Parallel (2 or 3 at a Time)	Pending
Review of Capstone Papers	Chapter 1 = Preserved and Revised. Other Chapters = Speedrun Protocol	Duran works on RRLs, Libardos works on Methodology and Techstacks. De Vera = Flexi (All Chapters as Substitute)	Completed (Deadline Missed by 1 Day)

5. Upcoming Work (Next Week)

Planned Task	Description	Assigned To	Deadline
[Task 1]	Submission and Gathering more Samples/Interviews for the Faculty	De Vera and Libardos	04/23/2025
[Task 2]	Preparation of Communication Letters and Creation of Student's Survey for Needs Assessment	De Vera and Duran	04/23/2025

6. Risk Management & Mitigation

Risk Identified	Potential Impact	Mitigation Plan
Potential Backlog Tasks	Increased Burden and Work, since the Project has just Restarted	Elimination of Unnecessary Actions in Action Plan, and Consolidation of Similar Tasks

7. Budget & Resource Update (If necessary)

8. Team Feedback & Issues

Feedback/Issue	Details	Proposed Action
Needs Assessment has Low Respondent Counts	Only 2 of 10 Teachers has Successfully Responded, Others denied because of Administrative Problems (Commu Letter Missing)	Creation of a Communication Letter, with Countersigned by Advisor, IT Chairperson, and CISC Dean, for Intra-College Communication

9. General Comments & Lessons Learned

Key Takeaway	Description
"c'est la vie"	Never Expect that things go as planned, plan for the unexpected

Prepared by:


Francis Daniel D. De Vera
Signature Over Printed Name

Date Submitted: [04/14/2025]