**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)**

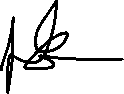
**8. Team Feedback & Issues**

|  |  |  |
| --- | --- | --- |
| 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]