

6200COMP Project Monthly Supervision Meeting Record

Progress Report #2 Month: December 2024

This form should be completed in the first instance by the student based on the progress up to **6 December 2024**. The first draft should be sent by email to the supervisor by that date. The student should use the next progress meeting to discuss the points raised in this form with their supervisor. A final signed form should be uploaded to Canvas by **13 December 2024**.

Note: Timely adherence to monthly progress reporting schedule is part of the Project Management mark component. Failure to upload agreed and signed monthly report timely will affect your Project Management mark adversely.

Student's Name: Harrison Kay

Supervisor's Name: Gyu Myoung Lee

1. Main issues / Points of discussion / Progress made

*Please enter here any progress you made and any problems you encountered.
State whether you are on-track, ahead, or behind the agreed schedule.*

I have completed a draft of my project up to the end of the requirement analysis and methodologies section. I did encounter problems with how to frame the project as my idea is not novel, but I have decided to complete my version of the project and plan to compare it to existing implementations. I am ahead of schedule according to my Gantt chart. However, if my supervisor has any feedback for changes to the draft of my project, the time taken to act on these may bring me to be on schedule.

2. List of actions for the next month

*Please enter your plan for the next month.
If you encounter problems, state how you plan to solve them.
If you are behind schedule, state how you plan to catch up and/or adjust your plan.*

My plan for the next month is to complete the design portion of my project, start ordering the necessary parts for the development of my project, and produce my PowerPoint for the presentation section of my project. If I encounter any problems with the ordering of parts or my presentation I will consult my supervisor for guidance. If I have problems with the design section of the project I will look to similar papers and designs to give me an idea of how to properly complete this section.

3. List of deliverables for next time


Refer to your original or adjusted plan on what to produce and show next month. For example, research activities may produce literature review document, design activities may produce design document (UML diagrams), coding activities may produce parts of your artefact, write-up activities may produce sections of your project dissertation/report.

I plan on delivering my design section for feedback to make sure I am on track.

4. Other comments

Use this box to inform and record anything else that does not fall into any of the above category. For example, if you plan to go be away for a few days due to emergency which will be affecting your progress.

No other comments

Signature (student)	H.Kay.	Date	12/12/2024
Signature (supervisor)	Gyu Myoung Lee 	Date	13/12/2024