

6200COMP Project Monthly Supervision Meeting Record

Progress Report #5
Month: March 2025

This form should be completed in the first instance by the student based on the progress up to **14 March 2025**. 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 **21 March 2025**.

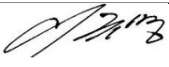
Note: Timely adherence to monthly progress reporting schedule is part of the Project Management mark component. Failure to upload agreed and signed monthly report timely will affect your Project Management mark adversely.

Student's Name: Harrison Kay

Supervisor's Name:

1. Main issues / Points of discussion / Progress made
<p>I am up to date per my Gantt chart and have nearly finished the testing and evaluation section of my project.</p> <p><i>Please enter here any progress you made and any problems you encountered.</i></p> <p><i>State whether you are on-track, ahead, or behind the agreed schedule.</i></p>
2. List of actions for the next month
<p>Finish literature review Comment implementation code fully Refine methodology section Finish project evaluation and conclusion</p> <p><i>Please enter your plan for the next month.</i> <i>If you encounter problems, state how you plan to solve them.</i> <i>If you are behind schedule, state how you plan to catch up and/or adjust your plan.</i></p>
3. List of deliverables for next time
<p><i>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></p>
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.

Signature (student)	H. Kay	Date	20/03/25
Signature (supervisor)	Gyu Myoung Lee 	Date	21/03/25