

**Project Diary - Software Engineering and Testing**

|  |  |
| --- | --- |
| **Team Name:** | **Date:** |

**Weekly Team Update**

* **Who is present at today’s meeting?**

Name/Student Numbers of Team Member/s

* **Who is absent:**

Name/Student Numbers of Team Member/s

* **What each member completed since last week:**
  + **Team Member A:** List of items completed
  + **Team Member B**: List of items completed
  + **Team Member C:** List of items completed
* **Roles to be taken this week:**
  + **Team Member A:** Role to be taken
  + **Team Member B:** Role to be taken
  + **Team Member C:** Role to be taken

**Weekly Project Update**

* **What is the current status of project?**
* **What was decided upon after today’s lab?**
* **What was achieved during this week and during today’s lab?**
* **What we agreed with supervisor/lab lecturer?**

**Project plans for next phase**

* **What will be done next?**
* **When will the next task be done by?**