**Individual Weekly Report – Week 1**

**Project: E-commerce Web Application TechPlaza**

**Role: Database Administrator**

**Completed Tasks:**

* **Functional Requirements Definition:** Spent a lot of time defining what the e-commerce platform needs to do. Worked on the admin interface, shopping cart, confirmation email, and customer reviews. Made sure everything's clear and ready for the team.

**Ongoing/In-Progress Tasks:**

* **Fine-tuning Functional Requirements**: Still need to check over the functional requirements. Want to make sure we've not missed anything and it's all clear for the team.