

**The University of the West Indies**

**Department of Computing and Information Technology**

**Undergraduate Project Course**

**Weekly Status Report Template**

**Project: Virtual Builder’s Date: 5/2/2020**

**Iteration:2**

**Implementation Status: in process**

**Highlights: Project Goals**

**Risks or Issues List**

| Date Entered | Risk or Issue | Description | Resolution | Status |
| --- | --- | --- | --- | --- |
| 10/2/2020 | Catching up to the current timeline requirements | Getting the documentation and relevant data to be up to date of the current timeline. |  | In research |
| 10/2/2020 | Getting everyone on the same page and knowledge required. | Getting everyone on the same page and knowledge required for the completion of the project for smooth advancement. | Self-research on each member’s part in getting familiar in what is needed to advance | In research |
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**Tasks in Progress or Completed in the Last Iteration**

| Task Name | Description | Team Member(s) Responsible | % Complete |
| --- | --- | --- | --- |
| Project Specifications | To research about the project idea and ensuring that there are enough components for the project to be of a large enough scale. | Joshua | 70% |
| Group Meeting | To make creative ideas for addition unto the project idea and review of the project specifications. | Joshua, Kenaird or Geraldine | 90% |
| Project Change | Gaining permission for the change of project idea and going through the formalities required. | Joshua, Kenaird or Geraldine | Completed |
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**Upcoming Tasks for the Next Iteration**

| Task Name | Description | Team Member(s) Responsible |
| --- | --- | --- |
| Group Meeting | To make creative ideas for addition unto the project idea and review of the project specifications. | Joshua, Kenaird or Geraldine |
| Project Specifications | To research about the project idea and ensuring that there are enough components for the project to be of a large enough scale. | Joshua |
| Database | Creating and securing a place to host the database and applications created. | Joshua, Kenaird |
| Web application | Creation of webpage for project idea. | Joshua, Kenaird or Geraldine |