COMPGS99 Weekly Reports

June 4, 2018

1 Introduction

The weekly reports are mainly about capturing your progress and documenting decisions that have been made. They are helpful for meetings with your client and your academic supervisor.

The weekly reports are not assessed, but they are required to be submitted.

The reports should be submitted Mondays before 12:00am.

2 Format

There is no required format, but in the following is a list of topics that can be reported.

1. **Last Week Activities**

   a) summarise last week achievements

   b) list the activities performed by each group member during the week

   c) any negotiations which have taken place, constraints uncovered and new processes identified

2. **Next Week Activities**

   a) summarise next week objectives

b) list what each group member plans to do over the next week

3. **Deliverables**

   a) list deliverables handed in to client if any

   b) specify feedback received from client regarding deliverables

4. **Meetings**

   a) list meetings/contact you have had with your client and/or academic supervisor during the last week

   b) specify purpose, date, time, location

   c) include persons' names and roles in organisation

   d) specify meetings outcome

   e) list planned meetings with client

5. **Attendance, Moodle**

   a) list all team members and state if they attended all meetings

   b) report name of any member who missed 1 hour, $\frac{1}{2}$ day or full day of reporting week

6. **Issues**

   a) list current and anticipated issues

   b) specify status of previous week issues (have these issues been resolved?)

7. **Other**

   a) state any other comments