Status/Progress Report V1

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| **Project Name**: WeBook  **Team Member Name:** Christie, Whye Keat, Danial Afiq, Chua Tian Sheng, Liew Yong Qi, Tan Hui Min  **Date:** 16/10/2021  **Reporting Period:** 02/10/2021 - 16/10/2021 |
| **Work completed this reporting period:**  In the first week, the project charter was completed and approved by the CIO. A meeting was held weekly to discuss our scope statement, team charter, and schedules. We also created a draft in Microsoft Project to control our plans, projects, tasks, and resources.  Along the way, our team members managed to learn basic coding and the coding of the staff user was completed. The staff user can create, manage, and delete rooms meant to be booked. |
| **Work to complete next reporting period:**  In the upcoming weeks, we planned to finish the coding of the student user, and we will  seek approval of the change of request form, from the CIO based on the new requirements. |
| **What’s going well and why:**  The coding of the staff user is going well. Troubleshooting is often done to ensure the objectives of the staff are properly met without any errors. We have also planned to meet at least once a week to organize our objectives for that week, to properly meet the outcome missions. |
| **What’s not going well and why:**  We may not be able to cope with the sudden request changes made either by the CIO or clients. Thus, our ability to properly document and reflect our data within the given time span is affected. Since the active request change requires more programming to be done, more effort is needed to troubleshoot our codes to meet the objectives of the request change. Hence, more time is needed before we can fully integrate our code in the system. |
| **Suggestions/Issues:**  Having more group meetings per week to track the progress of the project, so that it is on the right track. |
| Project changes: CIO raised a change request on 15 October, requesting the project team include either a user management function or system administration function in the programme. |

Status/Progress Report V2

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| **Project Name**: WeBook  **Team Member Name:** Christie, Whye Keat, Danial Afiq, Chua Tian Sheng, Liew Yong Qi, Tan Hui Min  **Date:** 31/10/2021  **Reporting Period:** 17/10/2021 - 31/10/2021 |
| **Work completed this reporting period:**  In the following weeks, we have completed and tested the coding for both staff and student users, it was a success. We have also gotten the approval of a change of request form from the CIO. As usual, a weekly meeting was held to update the necessary documents such as cost, cost baseline, risk, and Gantt chart. New documents - test case, test report, and staffing management plan were also included and updated accordingly. |
| **Work to complete next reporting period:**  In the upcoming weeks, we planned to finish the coding of the system administration user as well as integrating and testing our system for all users, ensuring a stable and functional prototype. We will also need to finish updating all the templates and reports. |
| **What’s going well and why:**  The coding of the staff and student user is going well. Troubleshooting is often done to ensure the objectives of the staff and student users’ criteria are met without any errors. Our documentation phase is also being updated frequently. |
| **What’s not going well and why:**  The availability for meeting up is getting tighter as team members are getting more occupied with their work and responsibilities outside of the project. |
| **Suggestions/Issues:**  Plan our time and workload, and reserve at least an hour time slot on the weekend for a team meeting so that everyone can be updated on tasks that have been completed and what tasks are up next. Go through the Gantt chart to see what tasks require more attention and if we are lagging in any aspects of the project. |
| Project changes No change request made by CIO. |

Status/Progress Report V3

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| **Project Name**: WeBook  **Team Member Name:** Christie, Whye Keat, Danial Afiq, Chua Tian Sheng, Liew Yong Qi, Tan Hui Min  **Date:** 15/11/2021  **Reporting Period:** 01/11/2021 - 15/11/2021 |
| **Work completed this reporting period:**  We completed and tested the code for system management users in the following weeks, and it was a success. Integration of all three users’ functions was successful as well. A weekly meeting was held as normal to update the necessary documents such as test case, test report, and risk management. New documents - lessons-learned reports were also included and updated accordingly. |
| **Work to complete next reporting period:**  In the upcoming weeks, we planned to complete all the required documents, compile it into a folder, prepare the video submission of the coding prototype, and submit our video and documents before the deadline. |
| **What’s going well and why:**  The system administrator user's code is progressing nicely. Troubleshooting is frequently performed to verify that the administrative users' criteria are satisfied without mistake. Our documentation phase is also coming to a completion as well. We also made time to come together and discuss the finalization of documents, videos, and deliverables. |
| **What’s not going well and why:**  NIL |
| **Suggestions/Issues:**  NIL |
| Project changes No change request made by CIO. |