**Progress Report**

The progress report is an essential component of a project’s documentation. The report ensures the master schedule is being followed and that the time scales are accurate. The report clearly displays the events and communication for the duration of the project, keeping the project accountable (Balmaceda, K., 2018). This progress report is structured on the progress and communication which occurred weekly.

**Week One:**

**Progression Log:**

Skill Audit from each team member completed identifying the prime choice per task requirements.

Task Management completed accounting for each members’ responsibility through the duration of the project.

Code of conduct was produced for the project, allowing members to reference how they should conduct themselves.

Problem statement for project ideation completed- “The Classification of Edible and Poisonous Mushrooms”.

Identified Discord as communication platform.

**Communication Log:**

Review of skill audit communicated by members resulted in all members being well rounded, with members having few areas of the project preferred, all capable of any task which occurred in the project.

Further communication about mission allocation: members personal preference and negative preferences discussed.

Tasks were broken down and discussed which member would strive in the task’s domain.

Final review of members skills audit alongside preference allowed for the allocation of the tasks within the project.

Prioritization of the tasks allocated was reviewed as discussed.

Code of conduct discussed and agreed to.

**Week Two:**

**Progression Log:**

Problem Motivation & Project statement completed for project ideation mission.

Master Schedule produced via a GANTT chart, accounting for all deliverables of the project.

Risk analysis documentation produced identifying risks that may occur during the project.

**Communication Log:**

Discussion of the located dataset resulted in a supervised classification algorithm due to the dataset being in a tabular format.

Discussion of which supervised classification algorithm left for further research for the baseline implementation task.

Discussion of the potential risks identified in the risk analysis document.

Discussion of the current work rate for estimations of each task, to make an accurate master schedule.

Discussion of how to conduct thorough testing.

**Week Three:**

**Progression Log:**

Literature review completed for the project ideation mission.

Baseline solution implemented.

**Communication Log:**

Evaluation of baseline implementation as a group led to a decision to change solution from tabular dataset to image-based dataset.

Literature review contents discussed as a group.

New models were discussed as well as dataset medium.

Discussed potential risks of the model change.

**Week Four:**

**Progression Log:**

Baseline solution changed due to model change.

Webscraper made to collect mushroom images.

Dataset collected.

Solution diagram completed.

Literature review & problem motivation altered with model change.

**Communication Log:**

The model’s metrics were debated on what to measure.

Data set size and train/test split discussed.

Potential iterative techniques discussed.

**Week Five:**

**Progression Log:**

Solution description & data description completed for the baseline implementation.

Altered project statement completed.

Solution motivation for the solution design mission complete.

Risk Analysis document altered.

**Communication Log:**

Solution Testing was collectively researched and discussed.

Solution description was reviewed and checked.

Websites to web scrape for the additional data mission was researched.

Master schedule discussed due to change of model.

Research of Adversarial Attack for the solution testing mission conducted.

**Week Six:**

**Progression Log:**

Baseline Evaluation completed.

Environmental setup completed.

Test plan & test cases completed for the solution testing mission.

Master schedule altered.

**Communication Log:**

Baseline evaluation was discussed collectively to ensure coverage.

Test plan & test cases were reviewed to ensure test coverage.

Discussed reasoning for the potential increase of mean validation accuracy.

Discussed ideas for the iterative development based on the baseline solution & evaluation.

Research of additional data methods.

**Week Seven:**

**Progression Log:**

Test Report for the solution testing completed.

Data Motivation for the additional data mission competed.

Additional Data web scrapers produced for the collection of additional data.

**Communication Log:**

Discussed recommendations for the solution testing mission based on the test report.

Discussed data pre-processing methods for the additional data.

Group discussed the impact of additional data on the model.

Discussion on the master schedule for the iterative tasks.

**Week Eight:**

**Progression Log:**

Data Preparation & impact report for the additional data completed

Recommendation for the solution testing completed.

Master Schedule altered.

**Communication Log:**

Discussed the quality of the images in the additional dataset.

Discussed the finding of the impact report collectively.

Collaborative research and discussion of different iterative techniques to be used in the final iterative model.

Group discussed dropout rates to prevent model overfitting.

Collective research into the pipeline evaluation discussed on discord.

**Week Nine:**

**Progression Log:**

Reproducible code & pipeline evaluation for iterative development completed.

**Communication Log:**

Collective research into types of optimizers and activation functions which are used in deep learning.

Pipeline evaluation discussed for group feedback.

Literature review discussed for any potential changes.

**Week Ten:**

**Progression Log:**

Parameter Justification & model evaluation for iterative development completed.

Peer review of missions.

Progress report completed.

GitHub repository restructured.

**Communication Log:**

Model evaluation is discussed, determining which model variation yields the greatest accuracy.

The structure of the GitHub repository discussed.

Notebooks/code discussed collectively to ensure clarity.

**References**

Balmaceda, K. (2018) *Progress Report: How to Write, Structure, and Make it Visually Attractive.* Available at: <https://piktochart.com/blog/progress-report/#:~:text=A%20progress%20report%20is%20exactly,%C3%A0%2Dvis%20your%20project%20plan>. (Accessed: 03/03/2021)