[Project Title]

Individual Progress Summary Report



Postgraduate Capstone Project 5703

Group Number CSXX-X: FirstName LastName (SID)

Table of Contents

[Table of Contents i](#_Toc192587049)

[1. Progress Status 1](#_Toc192587050)

[2. Reflections on Learning Outcomes 2](#_Toc192587051)

[3. Individual Achievements 2](#_Toc192587052)

[4. Group Collaboration 2](#_Toc192587053)

[5. Peer Review 1](#_Toc192587054)

[6. AI Statement 2](#_Toc192587055)

# Progress Status

*In this table, please describe everything related to your own work rather than your whole group work. Specifically, please describe* ***your*** *role in your group for this project for* ***this week*** *and the detail of your responsibilities (i.e., major tasks allocated to you) as this role* ***for this week****. What is the major deliverables regarding the tasks* ***you*** *are allocated to do? What is* ***your*** *plan for next week? What are the issues and risks* ***you*** *have met? Any issue or risk would be perdicted to next week? – Delete this instruction in your submission to avoid unnecessary similarity.*

|  |  |  |
| --- | --- | --- |
| Project Status | Week: | Date: |

|  |  |  |
| --- | --- | --- |
| **Status Item** | **Status up to this week** | **Planned for next week** |
| **Major Roles** |  |  |
| **Major Tasks** |  |  |
| **Major deliverables** |  |  |
| **Major issues** |  |  |
| **Major risks** |  |  |
| **Estimated effort (hour/week)** |  |  |
| **Status (Red, Yellow, Green)** |  | (Not Applicable) |

# Reflections on Learning Outcomes

*In this section, please answer the following questions: 1) what is your degree/* *specialization? 2) summarise* ***YOUR*** *role and responsibilities in your group for this project for* ***either week 2 to week 5 or week 6 to week 8 or week 9 to week 13****. You can have more than one role, and it depends on the nature of the project. 3) provide a detailed description on how you utilise prior domain knowledge from your degree/specialization to complete tasks in the role(s) you are taking. 4) During this period, what new techiniques or knowledge related to your degree/* *specialization you have learnt towards completing your project? – Delete this instruction in your submission to avoid unnecessary similarity.*

# Individual Achievements

*In this section, you should describe* ***YOUR*** *achievement from technical perspective in detail to support the group and the completion of the project. For example, if your progress for this week was setting up the IT infrastructure such as Web server, DBMS server and so forth, then in this individual report, you* ***MUST*** *explain* ***HOW*** *you did them by outlining detailed steps and screenshot of the achievement to evidence yourself. This will provide a better understanding of your contribution to the group project. – Delete this instruction in your submission to avoid unnecessary similarity.*

# Group Collaboration

*All detailed evidences of your active participation and collaborations for this week should be pointed out in this section. Screenshots of the collaboration using tools such as Slack, Zoom and Github, photos of in-person meetings and meeting minutes can be attached to this report. When attached, please provide detailed description and information regarding the image. Attention please, communication and collaboration can only be done using English. – Delete this instruction in your submission to avoid unnecessary similarity.*

# Peer Review

**The submission of the deliverables up to this week required the application of the following three including project development, project management and teamwork activities from each member in your team:**

* Contribution to the management of the project (including planning, organization, etc).
* Contribution to the full range of project development activities (including requirements capture, analysis and design, coding, testing and documentation).
* Contribution to group work and communication/sharing of work.

Based on the overall combination of the contribution above, rate your teammates’ performance in the activities up to and including this week.

**IMPORTANT: You *must* assess all your teammates. Use only whole numbers addressing the criteria below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1**  **[0 – no contribution]** | **2** | **3** | **4** | **5** |
| Below satisfactory in 3 criteria ***or*** very poor in *any* activity | Satisfactory in 1 criteria ***and*** poor in 2 activities (none very poor) | Good in at least 2 criteria ***and*** activity in 1 | Excellent in at least 1 activity ***and*** good in 2 others | Excellent in all 3 activities |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student ID** | **Name** | **Rating 0 to 5 \*no fractions\*** | **Reason for rating** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Comments**:

# AI Statement

*In this section, please fill in the following provided table with required details to properly acknowledge any use of AI in assessments as requied by our university. – Delete this instruction in your submission to avoid unnecessary similarity*

**Acknowledgement of AI in Assessment**

| Acknowledgement and Explanation of AI Use |
| --- |
| **Part A: Have you used AI tools in the completion of this assignment? If your answer to this part is “No”, you can leave the following Part B and Part C as blank.** |
|  |
| **Part B: What automated writing or generative AI tools you have used in the completion of this assignment? Clearly state the name(s) of the tool(s) and including a link to each tool.** |
|  |
| **Part C: How have you used automated writing or generative AI tools in the assessment?**  Explain briefly [typically about 1 page] the ways that you have used the above tools in this assessment.   * Explain why you selected these tools you mentioned in Part B for this assessment. * Describe how you used the tool(s) and provide details on the number of iterations or drafts generated with the tool(s). * Specify what output(s) from the tool(s) has been included, and clearly indicate where in your assessment the tool generated content is included. * Summarise how you have altered, adopted, or built on the AI-generated content.     *In addition to using this summary to provide an overview of how AI tools has been used, it is strongly recommended that you also carefully document the processes undertaken in creating the assessment content and to be able to present this process evidence upon request from educators or administrators.* |
| **Sample Structure:**  I used [insert name of AI tool(s) and link] to [specific use of generative AI]. The tool was used for [specific task or purpose]. I completed [number of iterations/drafts] with the tool in my work. The output from the tool included [specific content used] and is included in [specific sections or parts of your assessment]. I modified the AI-generated content by [describe how you revised or adapted it] because of [the reason why you do the modification]. |