

## Status/Progress Report 3

<b>Project Name:</b> UOW Event Booking System <b>Team Member Name:</b> Zhi Kai, Ming Yao, Li Shan, Amirah, Arr Lay <b>Date:</b> 10 <sup>th</sup> November 2019 <b>Reporting Period:</b> 28 <sup>th</sup> October 2019 – 10 <sup>th</sup> November 2019
<b>Work completed this reporting period:</b> <ul style="list-style-type: none"><li>- Finish developing the program with additional features requested by CIO and finalize testing of the program</li><li>- Creating User Manuals</li><li>- Present product to stakeholders</li><li>- Perform project assessment</li><li>- Identify lessons learnt</li><li>- Archive project information</li></ul>
<b>Work to complete next reporting period:</b> Nil
<b>What's going well and why:</b> <ul style="list-style-type: none"><li>- Project change request form was approved by CIO early allowing more time for team to work on the project</li></ul>
<b>What's not going well and why:</b> <ul style="list-style-type: none"><li>- Since there is limited resources to allocate for the programming tasks, engineers have no choice but to work overtime</li></ul>
<b>Suggestions/Issues:</b> <ul style="list-style-type: none"><li>- Allow testing to commence earlier rather than until the end of the project as it is time consuming to remedy errors made early on</li></ul>
<b>Project changes</b>  Nil