**Appendix C: Weekly Monitoring Report**

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| Class: DIT/FT/3A/90 | Date: 24/10/2021 (dd/mmm/yyyy) |
| Supervisor Name: Low Jin Kiat | |
| Project Title: 007-SP SOC-Teaching Assignment Enhancement-v2 | |
| Project Leader Name: Li Yiming | Signature: |

**1. Student weekly performance summary**

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| --- | --- | --- | --- |
| Adm. No. | Name | Progress1 | Remarks |
| 1935318 | Li Yiming | A |  |
| 1935321 | Tan Yong Jian | A |  |
| 1935363 | Chan Wei Tze Kelvin | A |  |
| 1935756 | Tan Ye Kai | A |  |
| 1936351 | Ooi Zhi Lin | A |  |

1 State whether: A=On Schedule B=Ahead Schedule for no. of days C=Behind Schedule for no. of days

**2. Weekly Scrum.**

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| Week No: 1 Date: 24/10/2021 (dd/mmm/yyyy) | |
| Li Yiming | |
| Project Progress | Description |
| Last week’s Progress  (What he has accomplished since last meeting?) | Prepared Questions for Initial Client Meeting.  Initial Wireframe + Content Layout |
| This week deliverables  (What he is going to do before the next meeting?) | Low Fidelity Wireframes  Sitemap |
| Obstacles  (What obstacles are in the way?) | Current website design not very good, need to figure out the functions and look at how it can be improved in the new version  Understanding Flow of Project, require more information for sitemap and navigation. |
| Tan Yong Jian | |
| Project Progress | Description |
| Last Week’s Progress  (What he has accomplished since last meeting?) | Prepared Questions for Initial Client Meeting.  Discuss Techstack as a team. |
| This week deliverables  (What he is going to do before the next meeting?) | First draft of Phase 1 Report (Background, Summary, Research) |
| Obstacles  (What obstacles are in the way?) | Understanding Flow of Project |
| Chan Wei Tze Kelvin | |
| Project Progress | Description |
| Last week’s Progress  (What he has accomplished since last meeting?) | Prepared Questions for Initial Client Meeting. |
| This week deliverables  (What he is going to do before the next meeting?) | Functional Specifications for Report |
| Obstacles  (What obstacles are in the way?) | No obstacles faced so far |
| Tan Ye Kai | |
| Project Progress | Description |
| Last week’s Progress  (What he has accomplished since last meeting?) | Prepared Questions for Initial Client Meeting.  Helped with Administrative Documentation |
| This week deliverables  (What he is going to do before the next meeting?) | Worked on report with Yong Jian.  Worked on Product Backlog with Zhi Lin |
| Obstacles  (What obstacles are in the way?) | Understanding the system. |
| Ooi Zhi Lin | |
| Project Progress | Description |
| Last Week’s Progress  (What he has accomplished since last meeting?) | Prepared Questions for Initial Client Meeting.  Administrative Matters |
| This week deliverables  (What he is going to do before the next meeting?) | Draft Product Backlog  Draft ER Diagram |
| Obstacles  (What obstacles are in the way?) | Understanding the System requires more information. |