Weekly Report Week 4

**Week:** Week4

**Date:** 21/3

**Completed Tasks:**

* Establish a regular meeting schedule, meet at 1 pm every Monday.
* Defined the weekly task distribution process: Tasks will be assigned during meetings, and team members will have two days to assess whether they can complete the tasks and raise any concerns.
* Developed a project timeline and created a Gantt chart to map out key milestones and deadlines.
* Finished the statement of work.

**Current Focus:**

* Finalizing the tasks for the next phase of the project.
* Reviewing the feasibility of the identified tasks to ensure the team can meet the deadlines.
* Begin the implementation of the prioritized project components.

**Upcoming Tasks:**

* Distribute tasks for the upcoming week during the next meeting.
* Started working on the image recognition and database code for the project.

**Challenges/Roadblocks:**

* Need to ensure that all team members are clear on the project requirements and timelines.