# Biweekly Progress Report

**PROJECT NAME:** P05: HR Management System

Report Date: 29/09/2021

# Tasks completed

# <List down the items completed in the past two weeks>

| **Sr#1** | **Task** |
| --- | --- |
|  | Requirements List |
|  | Reviewed Requirements List |
|  | Requirements Specification |
|  |  |

# Tasks in progress and to be done

# <List down the items currently in progress and the items that will be completed in the next two weeks>

| **Sr#1** | **Task** |
| --- | --- |
|  | High level architecture due on 10th October 2021 |
|  |  |
|  |  |
|  |  |

# Outstanding Issues

# <List down any outstanding issues that needs to be addressed>

| **Sr#1** | **Issue** |
| --- | --- |
|  | We plan on incorporating an AI chatbot with our system. We have done this in a previous project and faced difficulties in integrating the chatbot with our website. (integration + free tier period issues). Need to discuss that with you. |
|  |  |
|  |  |
|  |  |

# Decision List

# <Sometimes the team may take decisions that requires changes in the development strategy. For instance, there may be changes in requirements, development tools may need to be switched etc. Similar decisions should be listed here. All decisions require approval from the instructors>

| **Date** | **Decision** |
| --- | --- |
| 29/09/2021 | No change in development strategy as of yet |
|  |  |
|  |  |