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# BIT304 Final Year Project I

# Assignment 5 : Project Report

**Due Date : Week 7**

**Release Date : 8 June 2020**

**Mode : Individual**

**Turnitin : (Enrolment key: refer to instructions in e-learning)**

This report **must** be compiled continuously throughout your project development. Do not keep it to the “last minute” as it is meant to be a document of your ongoing project work and thus your grade will depend heavily on how well the documentation describes the process of project development.

A template is provided for you to complete the project report. Pay special attention to the timelines for the sections below:

Chapters 1, 2 and 3:

* complete this chapters when you have reviewed your submitted project plan with your supervisor.
* Save your baseline Gantt chart (Appendix A)

Chapter 4: Iterations

* before you begin development on each iteration, write up the plan.
* add your analysis and design models.
* as your develop your system, add your screenshots
* plan your testing and perform tests
* review the results of the iteration
* update your tracking Gantt chart

Appendices:

* Appendix A: Set up your baseline Gantt chart and continuously update your Tracking Gantt chart (after every deliverable)
* Appendix B: There must be three monthly progress reports to be submitted to your supervisor
* Appendix C: Meeting Reports must be signed by the supervisor after every meeting
* Appendix D: Minutes of meetings must be written after every team meeting with detail about work allocated and completed by each student.
* Appendix E: Project evaluation is to be written at the end of the project by each student. Refer to the template provided.

Chapter 5: Conclusion

* Having completed all the other chapters before the submission week of the project, you should now focus on writing a full and reflective conclusion on the outcome of your project.