

CSE 543: Information Assurance and Security

<Project Title>

**Group # Weekly Report - #**

# **Person prepared this report:** <Name>

# **Person approved this report:** <Name>

# **Person submitted this report:** <Name>

**List of members**

1. <Name> (Group Leader)
2. <Name> (Deputy Leader)
3. <Name>
4. <Name>
5. <Name>
6. <Name>
7. <Name>

**Meeting Notes**

<Meeting Date> - <Meeting Time>

<Meeting Notes>

<Meeting Date> - <Meeting Time>

<Meeting Notes>

<Meeting Date> - <Meeting Time>

<Meeting Notes>

**Tasks Summary**

| **Task Number** | **Task Name** | **Details of Task** | **Member** | **Status** |
| --- | --- | --- | --- | --- |
| 1 | <Task 1> | <Details of task in 10-15 words> | <Name> | <Status> |
| 2 | <Task 1> | <Details of task in 10-15 words> | <Name> | <Status> |

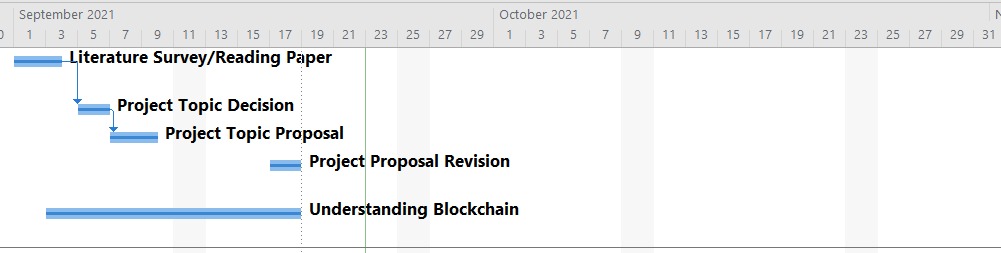
**Task Progress**

| **Task Name** | **Member** | **Date of Review** | **Reviewer(s)** | **Mode of Review** | **Review Conclusion** | **Recommended Action** |
| --- | --- | --- | --- | --- | --- | --- |
| <Task Name> | <Name> | <Date> | <Name(s)> | Individual/ Group Meeting | Satisfactory/Needs work | <Action> |
| <Task Name> | <Name> | <Date> | <Name(s)> | Individual/ Group Meeting | Satisfactory/Needs work | <Action> |
| <Task Name> | <Name> | <Date> | <Name(s)> | Individual/ Group Meeting | Satisfactory/Needs work | <Action> |

**Issues**

1. <Issue 1>
2. <Issue 2>

**Gantt chart for showing the major tasks**

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