**Progress Report for Week 10**

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 10/05/2016  **Reporting Period:** 01/05/2016 – 07/05/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen:YES  Vineet:YES  **Current total hours to date:**  Xiaochen: 336.5 hours  Vineet: 315 hrs & 25 mins  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary:** YES  **Allocated Duties**  **Backups taken:**  *07/05/2016*  **Backup tested:** *07/05/2016* |
| **oWork completed this reporting period:** *(brief narrative + actual tasks (complete and incomplete) and hours worked by each person)*  **Xiaochen Li:** 40 hours, including:  Database design – 4.75 hours;  Develop scanning mechanism – 16.5 hours;  Development document: 5 hours;  Administration – 1 hour;  Advisor meeting – 1 hour;  Client meeting – 0.25 hours;  Test Case – 4.5 hours;  Server hardware: 7 hours.    **Vineet Joshi**: Adminstrator : 2 hrs  Test Cases : 11 hrs  Test Report: 2 hrs  Client meeting: 30 mins  Improved Product analysis document: 4 hrs & 30 mins |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  **Xiaochen:** Database implementation – 10 hours;  Develop scanning mechanism – 20 hours.    **Vineet:** Database design document – 10 hours;  Testing and document – 20 hours |
| **What’s going well and why:** *(narrative)*  Provider product file issues have been all solved: the items to be ignored and the ones whose meanings are not so clear have been confirmed with the client. Because Xiaochen wrote emails to ask him and kept him on the ball.  With the help of Xiaochen, Vineet has had an idea of what the test cases should be like, and the first version of test case document has been produced. Because Xiaochen is experienced in testing and know about the processes. |
| **What’s not going well and why:** *(narrative)*  We are behind the schedule this phase, the import mechanism has not been completed at planned. Because we spent a couple of days communicating with the client about the supplier product files. And also the design work was delayed because we were not productive. |
| **Suggestions/Issues:** *(narrative)*  Finish the import mechanism next phase and in the meantime complete all the test cases for the whole project. Complete unit test in the second week. |
| **Project changes:** Next phase is the last two weeks that we plan for to complete the development work. Please refer to the project plan for task assignments. |

Set Agenda for Advisor Meeting □ Set Agenda for Client Meeting □