**Progress Report for Week 10**

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 17/05/2016  **Reporting Period:** 08/05/2016 – 14/05/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen:YES  Vineet:YES  **Current total hours to date:**  Xiaochen: 376.5 hours  Vineet:  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary:** YES  **Allocated Duties**  **Backups taken:**  *14/05/2016*  **Backup tested:** *14/05/2016* |
| **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 and implementation - 39 hours;  Administration – 0.25 hour;  Advisor meeting – 0.5 hour;  Project plan – 0.25 hours    **Vineet Joshi**: |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  **Xiaochen:** Page improvement – 30 hours;    **Vineet:** Produce project test case document – 10 hours;  Unit test – 20 hours |
| **What’s going well and why:** *(narrative)*  Development is going well this week, all the pages planned have been completed. Because we have spent more than average hours on technical work. |
| **What’s not going well and why:** *(narrative)*  We did not pay much attention to the team working last week. And we did not communicate much about each other’s progress. Because we think we should focus on individual’s work. |
| **Suggestions/Issues:** *(narrative)*  Finish unit test this week.  It is the high time that we start to prepare end process documents and print out them. |
| **Project changes:** Documentation and test work is the same.  The main technical work is refining pages, like responsive design, pagination, ui improvement and so on. |

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