**Progress Report for Week 12**

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 24/05/2016  **Reporting Period:** 15/05/2016 – 21/05/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen:YES  Vineet:YES  **Current total hours to date:**  Xiaochen: 389.5 hours  Vineet:  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary:** YES  **Allocated Duties**  **Backups taken:**  *21/05/2016*  **Backup tested:** *21/05/2016* |
| **oWork completed this reporting period:** *(brief narrative + actual tasks (complete and incomplete) and hours worked by each person)*  **Xiaochen Li:** 14 hours, including:  Page improvement – 8.5 hours;  Development Documentation – 3.5 hours;  Advisor meeting – 1hours;  Client meeting – 1hours.  **Vineet Joshi**: |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  **Xiaochen:** Document completion – 10 hours;  Project closeout document – 20 hours    **Vineet:** Document completion – 10 hours;  Project closeout document – 20 hours |
| **What’s going well and why:** *(narrative)*  All the pages have been completed and improved. All the tests are to be completed before next advisor meeting. The handover process has started, too. Because our plan is reasonable and we push each other to complete work early and we are self deciplined. |
| **What’s not going well and why:** *(narrative)*  The testing work is a little bit late this week because Vineet got hurt and need to see the doctor and have rest. |
| **Suggestions/Issues:** *(narrative)*  Handover process starts from this Saturday (22th May). |
| **Project changes:** No change applied. |

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