**Progress Report for Week 13**

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 24/05/2016  **Reporting Period:** 22/05/2016 – 28/05/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen:YES  Vineet:YES  **Current total hours to date:**  Xiaochen: 430.5 hours  Vineet:  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary:** YES  **Allocated Duties**  **Backups taken:**  *28/05/2016*  **Backup tested:** *28/05/2016* |
| **Work completed this reporting period:** *(brief narrative + actual tasks (complete and incomplete) and hours worked by each person)*  **Xiaochen Li:** 41 hours, including:  Project plan for the last phase – 1 hour;  Advisor meeting – 1 hour;  Project closeout report – 38 hours;  Administration – 1 hour  **Vineet Joshi**: |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  **Xiaochen:** Document completion – 10 hours;  Individual report – 15 hours;  Project handover – 5 hours    **Vineet:** Document completion – 10 hours;  Individual report – 15 hours;  Project handover – 5 hours |
| **What’s going well and why:** *(narrative)*  The first version of Project Closeout Report is completed. Because we has done all the technical work and give ourselves a whole week to prepare this report. |
| **What’s not going well and why:** *(narrative)*  Nothing is not going well this week |
| **Suggestions/Issues:** *(narrative)*  Finish all the documents and handover process next week |
| **Project changes:** No change applied. |

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