**Progress Report for Week 6**

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 10/04/2016  **Reporting Period:** 03/04/2016 – 09/04/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen:YES  Vineet:YES  **Current total hours to date:**  Xiaochen: 195.75 hours;  Vineet:  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary:** YES  **Allocated Duties**  **Backups taken:**  **Backup tested:** |
| **Work completed this reporting period:** *(brief narrative + actual tasks (complete and incomplete) and hours worked by each person)*  **Xiaochen Li:**  Learn and practice core concept of Reaction Commerce -- 2 hours;  Search online and apply the best practices for the framework – 17.75 hours;  Administrative – 13 hours.    **Vineet Joshi**: |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  **Xiaochen:**  Development doc – 15 hours;  Header and footer – 15 hours.    **Vineet:**  Core functionality doc -- 20 hours;  Schema Analysis -- 10 hours. |
| **What’s going well and why:** *(narrative)*  Technical study is progressing well, programming can start at any time. Because Xiaochen has spent much time on reading source code and chatting online to get platform information as much as he can.  We held a meeting to resolve our misunderstanding of doc expectation as soon as we realized the issue. Because it was communication problem and we must find a way to reach our agreement or else the project plan will be delayed. |
| **What’s not going well and why:** *(narrative)*  Analysis doc has not been completed. Because the person who was responsible for it had misunderstanding of what the doc should be like and wasted time in work which was not useful. |
| **Suggestions/Issues:** *(narrative)*  Vineet should bring his work at team working time and we will check if the work is done in the right way. No further excuse of forgetting to bring or so. |
| **Project changes:** All project docs have been moved to GitHub for version management.  Meeting agenda and meeting minutes templates have been changed.  Project plan has been changed for the next stage, please remember to update the project plan .mpp file on GitHub. |

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