**Progress Report for Week 8**

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 26/04/2016  **Reporting Period:** 17/04/2016 – 23/04/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen:YES  Vineet:YES  **Current total hours to date:**  Xiaochen: 268.75 hours  Vineet:  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary:** YES  **Allocated Duties**  **Backups taken:**  *23/04/2016*  **Backup tested:** *23/04/2016* |
| **Work completed this reporting period:** *(brief narrative + actual tasks (complete and incomplete) and hours worked by each person)*  **Xiaochen Li:** Development doc – 2 hours;  ABOUT US page – 16.5 hours;  Home page design – 7 hours;  Administration – 4 hours;  Audit – 1 hour;  Client meeting – 0.5 hours.  Shop info initialization – 4 hours.    **Vineet Joshi**: |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  **Xiaochen:**      **Vineet:** |
| **What’s going well and why:** *(narrative)* |
| **What’s not going well and why:** *(narrative)* |
| **Suggestions/Issues:** *(narrative)* |
| **Project changes:** |

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