**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:** Database design – 10 hours;  Develop scanning mechanism – 20 hours.    **Vineet:** Database design document – 20 hours;  Testing and document – 10 hours |
| **What’s going well and why:** *(narrative)*  Development work is progressing well and has done more than planned (home page design and development). Because we have been very serious to the work and have devoted sufficient time on it. |
| **What’s not going well and why:** *(narrative)*  We are doing very badly in technical documents. Because we did not have an idea of how to produce them well. |
| **Suggestions/Issues:** *(narrative)*  We should be more serious about the documentation. We have been doing well in terms of administration because we have the pressure audit. But actually the technical documents count for another 10% mark, with the same importance as the audit. Our current documents, especially those for design are apparently not good enough to deserve that mark. |
| **Project changes:** The original project plan applies well to this stage, there is nothing to be changed. |

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