Progress Report for Week 1&2

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 17/03/2016  **Reporting Period:** 29/02/2016 – 12/03/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen: YES  Vineet: YES  **Current total hours to date:**  Xiaochen: 78.5 hours;  Vineet: 31 hours  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary: YES**  **Allocated Duties**  **Backups taken:** *11/03/2016*  **Backup tested:**  *11/03/2016* |
| **Work completed this reporting period:** *(brief narrative + actual tasks (complete and incomplete) and hours worked by each person)*  Xiaochen Li: Client communication: 4 hours;  System Proposal -- initial version: 38 hours;  Proposal Review: 1 hours;  Proposal refinement: 35.5 hours.  Vineet: Work for last team: 19 hours, 40 minutes;  Preparation to join this team: 11 hours, 20 minutes. |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  Xiaochen: Run the Reaction Commerce project successfully: 16 hours;  Javascript core concept review: 4 hours;  Read the Meteor framework features: 8 hours;  Learn and practice core concept of Reaction Commerce: 10 hours.  Vineet: Run the Reaction Commerce project successfully: 16 hours;  Get familiar with the workflow of Reaction Commerce: 14 hours; |
| **What’s going well and why:** *(narrative)*  Proposal was completed early, and it was reviewed by co-ordinator further refinement, because the team has spent much time and completed it as early as possible. |
| **What’s not going well and why:** *(narrative)*  Proposal hasn't been signed off, because  1) it needs changes to accommodate the new member; and  2) the client won’t be available until the end of week 3.  Advisor meeting was put off because one of our members was late. |
| **Suggestions/Issues:** *(narrative)* |
| Project changes Plan of the first stage has changed because we have more men. Document work and website design has been assigned to Vineet. The plan might be changed subject to the progress.  The change only affects the team’s first stage plan and client doesn’t need to be informed. |

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

**Signature:**