**Progress Report for Week 3**

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| **Project Name**: Atech Computers  **Team Members:** Xiaochen Li, Vineet Joshi  **Date:** 21/03/2016  **Reporting Period:** 13/03/2016 – 19/03/2016 |
| **Administrative Checks** *(check if up to date for each person)*  **Timecard:**  Xiaochen:YES  Vineet:YES  **Current total hours to date:**  Xiaochen: 110.5 hours  Vineet: 62 hrs & 5 mins  **Personal Log:**  Xiaochen: YES  Vineet: YES  **Project Diary:** YES  **Allocated Duties**  **Backups taken:**  *21/03/2016*  **Backup tested:** *21/03/2016* |
| **Work completed this reporting period:** *(brief narrative + actual tasks (complete and incomplete) and hours worked by each person)*  **Xiaochen Li:**  Run the Reaction Commerce project successfully: 13 hours;  Javascript core concept review: 3.5 hours;  Read the Meteor framework features: 3.5 hours;  Learn and practice core concept of Reaction Commerce: 8 hours;  Proposal sign off: 4 hours;  **Vineet Joshi**: Running of Reaction Commerce project successfully: 28 hours |
| **Work to complete next reporting period:** *(brief narrative + actual tasks/hours and person allocated)*  **Xiaochen:**  Learn and practice core concept of Reaction Commerce: 35 hours  **Vineet:**  Get familiar with the workflow of Reaction Commerce: 30 hours |
| **What’s going well and why:** *(narrative)*  Proposal was signed off. Because we communicated with the client frequently and asked for his time available for the client meeting. We finally managed to reserve his two hours which was the only chance this week. |
| **What’s not going well and why:** *(narrative)*  Vineet spent more time running the project than scheduled. His vmware couldn’t connect to the campus wifi so he failed to download the tools and project. Finally this issue was fixed last Friday by testing multiple alternatives, and a compatible virtual machine disk create by VMware workstation pro12 worked properly.  Vineet didn’t come to the client meeting for the proposal sign off. |
| **Suggestions/Issues:** *(narrative)* |
| **Project changes:** **Meeting minutes:** Vineet should email other members (including the advisor) the agreement we reach during meeting times. The others should reply to confirm and ensure that every item assigned is completed properly.  Who’s affect: team only;  Change request needed: NO  **Other meeting documents:**  They are all saved electronically, and printed out for meeting guidance. Anything other than the items which are already in the documents before meetings should be transferred to the electronic documents after meetings by Vineet and he should emails the team to know.  Who’s affected: team only;  Change request needed: NO |

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