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| **Unit of Study** | SOFT3888 |
| **Team name** | Team 4 (Dynamite) |
| **Project Name** | Web-based CAD for 3D printers |
| **Project start date** | Tuesday, 13/08/2019 |
| **Project end date** | Tuesday, 29/10/2019 |
| **Project point person** | Charlie |
| **Report Date** | 18/08/2019 |

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| **Quick description** | Web-based CAD app designed for school students |

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| **Status item** | **Status up to last week** | **Planned for next week** |
| **Scope** | Overall project scope – any changes  No changes to the project scope |  |
| **Time** | Are you still on track to complete the project by the originally planned end date? Any changes?  Yes, no changes |  |
| **Quality** | Overall quality of the project and its deliverables  The deliverables have been done to a good standard |  |
| **Planned Activities** | What did you have planned to do last week?  Meet with the client | What do you have planned to do next week?  Meet with the client again to figure out a list of requirements needed |
| **Achievements** | Key accomplishments in the past week and/or what activities did you actually complete.  We met with the client, set up a web server and completed the team contract. |  |
| **Major deliverables** | Key deliverables – software, documentation…etc. that have been produced  Group contract | Key deliverables you expect to be working on or produce next week  Scope statement |
| **Major issues** | Issues addressed this week  No major issues | Issues you need to monitor, or issues expected in the coming week  none |
| **Major risks** | Risks addressed or monitored this week  No major risks | Risks that need to be monitored or risks expected in the coming week  none |
| **External dependencies** | Outside factors that have had an effect on project tasks, activities, deliverables…etc.  none | Outside factors that may have an effect or need to be considered in the coming week.  none |
| **Estimated effort (h)** | How much effort did your team expect to put in last week?  2 hours | How much effort does your team expect to put in, in the coming week?  12 hours |
| **Recorded effort (h)** | How much effort did your team actually put in last week?  2 hours |  |
| **Overall Status (RYG)** | Overall status is good |  |

\*project status report should be brief but informative – may use dot points where appropriate