**Project Status Report II**

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| Date of Report Issue/Prepared: Saturday March 12, 2022 |

Report Prepared By: Dilan, Dominic, Kunga and Minh

Employer/Organization: IT Clan Consulting Services

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| Project Name:  Project Team:  Period Reporting:  Overall Project Health | Online Document Generator | |
| Team 12 | |
| Start Date: **Feb 05, 2022** | End Date: **Mar 11, 2022** |
| Green (Good) | |

Summary

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| **Project Status Summary** |
| We are still on track to finish by due date, we have over 65-70% of the project completed already. |

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| **Accomplishments As Planned** | **Planned but not Accomplished** |
| Completion of first template generator. | Implementing the next two templates to be generated. |
|  | Implementing google sheets as a database |

Upcoming Objectives for **Mar 12, 2022, to Apr 01, 2022**

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|  | | **Planned Activities/Tasks for Next Period** | |  |
| Activity/Task | Assigned To  <name/s> | | Duration  <days> | Date |
| Implementing google sheets | Dilan, Dominic, Kunga and Minh | | 7 Days | March 20th, 2022 |

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| --- | --- | --- | --- |
|  | **Milestones for Next Period** | | |
| Milestone (Objective) | | Assigned To | Delivery Date |
| Completion of next two templates | | Dilan, Dominic, Kunga and Minh | March 27th, 2022 |

Managing Issues and Risk

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| **Issues/Problems** | **Resolution Strategy** | **Due Date** |
| Implementing google sheets | Research for proper documentation that will allow us to complete this in the future | March 20-27, 2022 |

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| **Upcoming Risks** | **Risk Ranking**  **(Hi, Med, Low)** | **Risk Impact**  **(Hi, Med, Low)** | **Mitigation Strategy** |
| Achieving proper google slide functionality to allow bulk generation. | High | Med | Designing API that reads the format of the google sheets to obtain necessary data. Allowing to email everyone who had their email provided in the google sheet. Ultimately, achieving bulk creation |

**NOTE: Attach additional sheets if insufficient space available**

**Submission Guidelines:**

Please submit as “W22\_T<team number>\_ProjectReport2”.

For e.g., W22\_T45\_ProjectReport2

This is a group submission i.e. one per group.

**Due Dates:**

**Sunday, Mar 13, 2022 (11:59 p.m.)**