College of Information Technology

PHINMA Araullo University

Capstone 1 Project Weekly Progress Report

Date: <date submitted>

## Project Development Update: <percentage completed; based on Gantt chart; Capstone Project Plan Schedule>

## Actions completed this week:

* <enumerate activities accomplished, provide details>
* **<member name> : <task/s completed> - <details of the tasks performed>**

1. **Actions *NOT* completed this week (but planned)**:

* <enumerate activities did not accomplished, provide details about the reasons why for they are not finished for this week>
* **<member name> : <task NOT completed> - <reason/s that prevent completion>**

1. **Actions planned for next week**:

* <enumerate activities you will finish next week, provide details on how you will accomplish them next week>
* **<member name> : <task/s NEXT WEEK> - <details of the tasks to be performed>**

1. **Issues/Breakthrough**:

* <enumerate issues, problems or hindrances you encounter this week that hamper your activities; or positive events or experiences you encounter that help you accomplish your tasks for this week>

1. **Submitted by**:

* <enumerate members name in alphabetical order with signature and date; all members must sign>

1. **Advised by**:

* <Capstone PROJECT ADVISER name, signature and date>

1. **Received/Evaluated by**:

* <Capstone SUBJECT ADVISER name, signature and date>

1. **Result of Evaluation/Recommendation (including numerical grade)**:

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Grade: \_\_\_\_\_

1. **Approved by**:

<Dean’s name, signature and date>