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| Weekly Progress Report |
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| Company X-Cali |

**METU EEE**

October 20, 2017

Weekly Progress Report

Company X-Cali

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| **Staff Name: Oytun AKPULAT** |
| 1. **Activities completed in the last week**   **I read carefully descriptions of the all of the five projects and examined the design specifications and requirements in detail. I also did some research about the processes of each project. I created my CV in order to add it to Business Statement Report. I studied about how to use GitHub efficiently since all of the reports and the work conducted will be uploaded to GitHub. I have written the parts of Business Statement Report that have been assigned to me.** |
| 1. **Activities remaining from last week**   **This week is the first one, hence no activities has remained from the last week.** |
| 1. **Activities for the next week (short-term plan)**   **Next week we will start to make preparations about the proposal report and discuss about which project to choose.** |
| 1. **Activities for after the next week (medium-term plan)**   **The proposal report will be written and the project will be chosen. To accomplish these, group meeting may be necessary.** |

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| **Staff Name: Göksenin Hande BAYAZIT** |
| 1. **Activities completed in the last week**   **This week, I helped my teammates with their GitHub accounts and explained them the basics of using version control system. Further, I made some research concerning the project alternatives, in order to decide which one to choose. Also, I collaborated with my friends while writing the Business Statement Report.** |
| 1. **Activities remaining from last week**   **As this is the first week, there is no activity remaining from last week.** |
| 1. **Activities for the next week (short-term plan)**   **Next week, I will do some further research about the projects to figure out how to approach to them and to their implementation. I will also collaborate with my friends on writing the proposal report.** |
| 1. **Activities for after the next week (medium-term plan)**   **In medium term, as we will have chosen the project on which we will work on and implement, I will do some specific research about it and focus on my duties about it.** |

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| **Staff Name: Emre DOGAN** |
| 1. **Activities completed in the last week**   **This week, I have read all capstone design projects’ specifications and thought about how to meet all these needs given. I moved the evaluation rubric Excel sheet, prepared by Taha, to the Google Sheets Platform. I prepared the Human Resources part and updated my resume for the Business Statement Document.**  **Also, from the feedbacks of last year’s EE493-494 students, I have enrolled 2 online courses based on Clean Coding and Software Debugging, also shared the links with other group members.** |
| 1. **Activities remaining from last week**   **This is the week #1.** |
| 1. **Activities for the next week (short-term plan)**   **Next week, we will be dealing with the proposal report. Before this, we need to discuss which project to choose exhaustively.** |
| 1. **Activities for after the next week (medium-term plan)**   **At this week, we should have already chosen our project so that we can complete the proposal report. After deciding on the project, I can begin to research on the project.** |

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| **Staff Name: Taha DOGAN** |
| 1. **Activities completed in the last week**   **This week I have examined the 5 possible projects and did some research about each project to understand the needs. I initialized an Excel, that is an evaluation rubric for different projects like shown in the first EE493 lecture, to select our project. Additionally, I updated my CV according to my recent activities. We shared the business statement report, and I finished the part that is assigned to me.**  **I did some researches to learn GitHub efficiently and I got used to how to collaborate on GitHub with my teammates.** |
| 1. **Activities remaining from last week**   **This is the first week.** |
| 1. **Activities for the next week (short-term plan)**   **Next week we are going to start to work on proposal report. Some detailed research and a group meeting should be done.** |
| 1. **Activities for after the next week (medium-term plan)**   **At that week, we are going to submit our proposal report. Thus, an excessive research and an efficient debate are required in order to end up with an optimum result.** |

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| **Staff Name: Burak SEZGIN** |
| 1. **Activities completed in the last week**   **This week, I have considered all possible projects and conducted some research to understand how one can construct such a project and satisfy its requirements such as image processing, software utilization, mechanical parts etc. I created a GitHub account as our advisor, Ali Özgür Yılmaz, asked and learnt how to use it in order to cooperate with my teammates. I added some columns and wrote the functions that shows the final grade and resulting project name in to the excel file which was created by Taha Dogan and moved to Google Docs by Emre Dogan. Also, I submitted my resume to Göksenin Hande Bayazit for her to add in to the business statement report. And my part in the business statement report was explaining one of the project and writing conclusion part with Taha Dogan.** |
| 1. **Activities remaining from last week**   **Since this is the first week of the project, there were no previous week. Thus, there was not any work left.** |
| 1. **Activities for the next week (short-term plan)**   **Proposal report is next thing to in the schedule of EE493 Engineering Design course. To accomplish this task, we should come together and decide on the project we will be working on. Also, we must conduct some research in order to understand which project is suitable for our team.** |
| 1. **Activities for after the next week (medium-term plan)**   **This is the week that we must meet deadline of the proposal report. Maybe, more research and discussions can be done on the projects since we will be dealing with this project from then on.** |