Car Rental Service – Weekly Report

Week 1 – Planning & Requirements Gathering

- Define project scope and initial plan.
- Identify functional requirements (mandatory) and non-functional requirements (optional but encouraged).
- Draft Software Requirements Specification (SRS).
- Develop high-level architecture diagram.

Week 2 – System Architecture & Design

- Map requirements to design decisions.
- Create UML-based design diagrams as much as possible.
- Select and justify technology stack (language, framework, database, tools).

Week 3 – Prototyping and Implementation

- Implement core functionalities (registration, viewing cars, booking).
- Set up repository and initial environment configuration.

Week 4 – Prototype Implementation & Reflection

- Implement core functionalities (registration, viewing cars, booking).
- Test the product as much as possible. Document your testing.
- Conduct a demo or submit screenshots/video of functionality.
- Write final reflection on challenges and lessons learned.

Weekly Reporting Template

Team Name / Members:
Week Number:

1. Objectives for this Week:

(List what you aimed to achieve based on assignment schedule)

2. Work Completed:

(Briefly describe deliverables completed, e.g., requirements drafted, UML diagrams created, prototype modules built)

3. Challenges Encountered:

(Any roadblocks, technical or organizational)

4. Next Steps:

(What the team plans to do in the coming week)

5. Team Contribution:

(Brief breakdown of tasks per member to ensure accountability)

Weekly Reporting Rubric

Criteria	Excellent (9–10)	Good (7–8)	Fair (5–6)	Poor (0–4)
Clarity of Objectives	Objectives are clear, measurable, aligned to assignment phase.	Objectives mostly clear, some lack detail.	Objectives vague or incomplete.	No clear objectives provided.
Progress Documentation	Comprehensive and accurate reporting of deliverables.	Adequate reporting with some gaps.	Minimal reporting of progress.	No meaningful progress documented.
Challenges & Reflection	Clearly stated challenges with thoughtful reflection/solutions.	Challenges listed but not well addressed.	Challenges mentioned without clarity.	No mention of challenges.
Next Steps Planning	Concrete, realistic plan for next week.	Plan outlined but vague in details.	Minimal or unclear plan.	No plan presented.

Criteria	Excellent (9–10)	Good (7–8)	Fair (5–6)	Poor (0–4)
Team Contribution	Clear breakdown of tasks per member.	Partial breakdown of tasks.	Very limited accountability.	No mention of contributions.