**Progress Report 1**

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| **Project Name**: UOW room booking system  **Team Member Name:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching  **Date:** 16th April 2020  **Reporting Period:** 1st April 2020 to 16th April 2020 |
| **Work completed this reporting period:**   1. Project charter 2. Team charter 3. Organisational chart 4. Scope statement 5. Risk register 6. Meeting minutes 7. Progress report 8. Selection of programming language and database language 9. Rough draft of the system functionalities and requirements |
| **Work to complete next reporting period:**   1. Issue log 2. Project Schedule (MS Project) 3. Cost management plan 4. Human resource plan 5. Work Breakdown Structure 6. Cost baseline 7. Human Resource allocation 8. Basic functionality of the booking system (HTML) 9. Learn the basics of the database system (PHP) |
| **What’s going well and why:**   1. Effective communication between teammates by sharing each other’s perspectives through open discussions 2. Team is open to feedback and is adaptive to changes 3. Designing the program using HTML as some team members have basic knowledge in HTML |
| **What’s not going well and why:**   1. Integration of database with our gui, because none of the team members have experience with PHP |
| **Suggestions:**   1. Learn the basics from online websites such as CodeAcademy |
| **Project changes**  1. Decided to change from using Java as our chosen programming language to HTML as it is easier to design the page |