**Progress Report 2**

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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:**  **Reporting Period:** 17th April 2020 to 30th April |
| **Work completed this reporting period:**   1. Issue log 2. Project Schedule (MS Project) 3. Cost estimate 4. Cost baseline 5. Human resource plan 6. Work Breakdown Structure 7. Basic functionality of the booking system (HTML) 8. Learn the basics of the database system (PHP) |
| **Work to complete next reporting period:**   1. Project Change Request 2. Scope Statement V2 3. Risk Management V2 4. Project Charter V2 5. HR Plan V2 6. Cost Estimate V2 7. Cost Baseline V2 8. Lesson Learnt Report 9. Test Cases 10. Project Milestone Report |
| **What’s going well and why:**   * Our cost management plan is within our budget * Keeping track of our project schedule and input necessary documentations such as issue log |
| **What’s not going well and why:**   * Communication among the programmers was lacking as different team members were responsible for different sets of codes and did the databases differently which affected the quality of the overall design |
| **Suggestions/Issues:**   * Programmers must update each other on how they create their database and codes for the system so that everyone is on the same page and there is no lack of functionality in certain areas. |
| **Project changes** -NIL |