**IT7x01 Project Weekly Record**

**Instructions**

Printed copies of the following documents are to be handed over to the Project Co-ordinator, every Monday from Week 2 to Week 12.

1. IT7x01 Project Weekly Record (This document)
2. IT7x01 Weekly work plan (see provided template)

Electronic copies of the following documents to be uploaded to Moodle

1. Weekly work plan (as above)
2. Individual project journal (one from each person on the Project)
3. Meeting minutes with supervisor and client

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| **Project code** |  | **Week** |  |
| **Project name** |  | **Start date** |  |

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| **Elements** | **Completed & submitted to Moodle**  **( √ )** | **Meets expected standard**  **( Y / N )** | **Date & time of submission** | **Comments**  **(by supervisor or Co-ordinator)** |
| **Individual project journals**  (one from each person on project, for previous week) |  |  |  |  |
| **Project work plan**  (for current week) |  |  |  |  |
| **Meeting minutes**   * Supervisor * Client   (for previous week) |  |  |  |  |

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| **Additional comments** |
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| *Project Coordinator signature* |  |
| *Date* |  |