# Biweekly Progress Report

**PROJECT NAME:** <09:Petswala>

Report Date: <11/10/2021>

# Tasks completed

# <List down the items completed in the past two weeks>

|  |  |
| --- | --- |
| **Sr#1** | **Task** |
|  | Completed State diagram of the system |
|  | Completed and submitted Requirement Specification Document |
|  | Attended biweekly meeting |
|  | Got review on Requirement Specification Document |

# Tasks in progress and to be done

# <List down the items currently in progress and the items that will be completed in the next two weeks>

|  |  |
| --- | --- |
| **Sr#1** | **Task** |
|  | Working on Review of Requirement Specification Document |
|  | Working on architecture Diagram |
|  | Working on risk management |
|  | Formally filling the High level Architecture Document |

# Outstanding Issues

# <List down any outstanding issues that needs to be addressed>

|  |  |
| --- | --- |
| **Sr#1** | **Issue** |
|  | N/A |

# Decision List

# <Sometimes the team may take decisions that requires changes in the development strategy. For instance, there may be changes in requirements, development tools may need to be switched etc. Similar decisions should be listed here. All decisions require approval from the instructors>

|  |  |
| --- | --- |
| **Date** | **Decision** |
|  | N/A |