# Biweekly Progress Report

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

Report Date: <25/10/2021>

# Tasks completed

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

|  |  |
| --- | --- |
| **Sr#1** | **Task** |
|  | Reviewed requirement specification document |
|  | Completed architecture diagram and reviewed |
|  | Completed Risk management |
|  | Completed gantt chart, and product plan document, and prototype specification |

# 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** |
|  | Design of prototype |
|  | Implementing requirements in the prototypes |

# 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 |