

WEEKLY ACTIVITY REPORT

SUMMARY

REPORT DATE	WEEK - 1	DIVISION / RESPONSIBILITY	PREPARED BY
February 21, 2021	Feb 15, 2021 - Feb 21, 2021	President	Mukerem Ali

STATUS SUMMARY

As the first week of work, I tried to do works than needs more priority

Project Overview

TASK	% DONE	DUE DATE	DRIVER	NOTES
1. Vice President				
Reorganize public relation and discipline committee	70	Feb 16, 2021	Wendirad Demelash	
Assigning Head on two positions PR and Discipline Committee	100	Feb 16, 2021	Wendirad Demelash	Esrael Dawit is assigned to be a Public Relations manager Nathanael Bogale is assigned to be Discipline committee head
Club WIFI manager is assigned	100	Feb 16, 2021	Wendirad Demelash	Naila Abdela is assigned to be a Club WIFI manager.
1.1 Public Relations				
Posting Announcements	100	Feb 15 - Feb 21, 2021	Public Relations Head	We have posted announcements using Social Media and Hard Papers
1.2 Discipline Committee				
Assigning a members	100	Feb 15 - Feb 16 2021	Nathanael Bogale	Natanael Kiflu, Admasu Abera, Abniet Tasew is assigned to be discipline committee members
Editing existing code of contact	100	Feb 17, 2021	Discipline Committee	
2.1 Competitive Programming Division				
Filtering existing members and collecting data of last year results	100	Feb 15 - Feb 21	Mukerem Ali, Ahmed Hibet	Was collected from members and from previous data sheets. Result => total 42 members
Meeting with executive committee	100	Feb 15	Mukerem Ali	Setting Work plans for the week

				ahead
Creating Subdivisions	100	Feb 16 – Feb 17	Mebatsion Sahle	Competitive Programming(ICPC) 1. Ahmed Hibet Data Science Towards AI 2. Yohannes Melese Cybersecurity 3. Elias Amha
Registration to recruit new CPD members	100	Feb 15 – Feb 17	Mebatsion Sahle, Wendirad Demelash	147 students registered
2.2 Preparation for Competitive Programming entrance exam day	-	-	-	-
Give training about the Andalus CPOJ for some existing members	100	Feb 18	Elias Amha	
Give a tutorial for the registered students	100	Feb 19	Wendirad Demelash, Admasu Abera, Temkin Mengistu, Biruk Alamirew	
Assigning existing members to give tutorial for new coming students.	100	Feb 19	Mebatsion Sahle, Yonatan Assefa	Less students than expected
Assigning existing members to prepare questions for new coming students.	100	Feb 14 – Feb 17	Mukerem Ali	
Assigning existing members to ready judge system (Andalus CPOJ) for new coming student's entrance exam day.	100	Feb 17	Mukerem Ali, Mebatsion Sahle	
Assigning existing members to examine, control judge system and supervise exam of new members.	99	Feb 16 – Feb 20	Mebatsion Sahle	Non-assigned members were at the lab
Requesting additional labs up to the vice president of academic affairs.	100	Feb 18 – Feb 19	Mebatsion Sahle	Labs were not available because misuse of class labs.
Preparing additional labs ready for the contest.	95	Feb 20	Abdul Majid Shemsu, Abdi Adem, Naila Abdallah, Bemnet Nikodimos, Meaza Nigusu, Admasu Abera	Checking code editors and connections, setting Wi-Fi
2.3 Competitive Programming Division entrance exam day	-	-	-	-
Examine, Control Judge System and supervise exam of new members	90	Feb 20, 2021	Yohannes Melese, Elias Amha, Temkin Mengistu	Examining problem helping students up to answer of questions, question sample input output problems.
Judging the results and selecting	98	Feb 20 – Feb 21	Mebatsion Sahle, Bemnet Nikodimos,	Result total of 29 new members recruited

the new members			Abdi Adem, Ahmed Hibet	(13 from 2 nd year & 16 from 3 rd year)
2.4 Post Competitive Programming entrance exam day	-	-	-	-
Released results of the recruited members	100	Feb 21	Wendirad Demelash, Israel Dawit	Posted on telegram @CSEC_ASTU channel
Accepting complaints and resolve	100	Feb 21	Mebatsion Sahle	2 complaints technical issue raised but resolved
Announce orientation day on Competitive Programming Division (ICPC) procedures.	100	Feb 21	Wendirad Demelash, Israel Dawit	Posted on telegram @CSEC_ASTU channel and @CSEC_CPD_Official
3. Development Division				
Gathering contacts of previous members	90	Feb 28, 2021	Dev Head	
Presentation of dev members on their club management system	58.6	Feb 20, 2021	Dev Head	4. 7 members asked permission because they weren't inn astu to present. 5. 5 members neither asked permission nor presented.
Registration for new members posted	100	Feb 16, 2021	Public Relation	
Orientation given for new registrant about entrance exam	100	Feb 19, 2021	Yohanes Fikru	
4. Capacity Building Division				
4.1 Video sub-division				
-Tutorial videos recorded and edited	100	Thursday, Feb 18, 2021		The tutorials videos for new CPD members were presented by Mukerem Ali
- Edited video uploaded to youtube	100	Thursday, Feb 18, 2021		The tutorials videos for new CPD members by Mukerem Ali Premiered Uploaded to the capacity building youtube channel.
- The uploaded video's link was shared to telegram groups	100	Thursday, Feb 18, 2021		A total of 3 videos were uploaded
4.2 Seminar sub-division:				
Seminar was prepared by Mr. Desta Zerihun	100	Feb 24, 2021		The Title was Guide for CSE students

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
-	-	-	-	-

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
On Wed, Feb 24, 2021's Seminar Mr. DestaZerihun was unable to attend in person, so the seminar had to be conducted through a web platform.	-	Wed, Feb 24, 2021
Requesting additional labs up to the vice president of academic affairs.	Yohannes Fikru	Feb 25 2021
Competitive Programming Division and Development Division cannot list their members due to this, - Discipline Committee cannot filter students - Make WIFI management more harder	Nathanael Bogale, Esrael Dawit	
Club maintenance was main problem for Discipline Committee to follow club code of conduct, because students will not able to use lab resources efficiently.	CPD sub-division Heads	
Weekly Report was not organized enough.	Wendirad Demelash	

CONCLUSIONS/RECOMMENDATIONS

Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.