

WEEKLY ACTIVITY REPORT

SUMMARY

REPORT DATE	WEEK - 1	DIVISION / RESPONSIBILITY	PREPARED BY
February 28, 2021	Feb 15, 2021 – Feb 21, 2021	Vice President	Wendirad Demelash

STATUS SUMMARY

As the first week of work, me and other volunteers tried to do works than needs more priority.

PROJECT OVERVIEW				
TASK	% DONE	DUE DATE	DRIVER	NOTES
Reorganize public relation and discipline committee	70	February 16, 2021	Vice President	-
Assigning Head on two positions PR and Discipline Committee	100	February 16, 2021	Vice President	Esrael Dawit is assigned to be a Public Relations manager Nathanael Bogal is assigned to be Discipline committee head
Club WIFI manager is assigned	100	Feb 16, 2021	Executive Committe	Naila is assigned to be a Club WIFI manager.
Public Relations				
Posting Announcements	100	Feb 15 - Feb 21, 2021	Public Relations Head	We have posted announcements using Social Media and Hard Papers
Discipline Committee				
Assigning a members	100	Feb 15 – Feb 16 2021	Discipline Committee Head	Natanael Kiflu, Admasu Abera, Abniet Tasew is assigned to be discipline committee members
Editing existing code of	100	Feb 17 2021	Discipline Committee	-

contact				
BUDGET OVERVIEW				
CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
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RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
Weekly Report was not organized enough.	Nathanael Bogale, Esrael Dawit	February 28, 2021
Competitive Programming Division and Development Division cannot list their members due to this, - Discipline Committee cannot filter students - Make WIFI management more harder	Division Heads	-
Club maintenance was main problem for Discipline Committee to follow club code of conduct, because students will not able to use lab resources efficiently.	Vice President	February 28, 2021

CONCLUSIONS/RECOMMENDATIONS

As the first week of work, this will be fascinating, but from the issues we listed above we have more works to do.