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| ––––––– | Adama Science and Technology University  School of Electrical Engineering and Computing  Department of Computer Science and Engineering  Computer Science and Engineering Club |  |  |
| Weekly activity report | | | |
| summary | | | |
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| Report Date | WEEK - 1 | Division / responsibility | Prepared By |
| February 25, 2021 | Feb 15, 2021 – Feb 21, 2021 | Capacity building Divison | Yonathan Assefa |

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

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| Project Overview |
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| task | % Done | Due date | driver | notes |
| 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 |
| - Other promotion videos are in progress | In progress |  |  |  |
| -Video division members were assigned works and have submitted | In review |  |  |  |
| **Seminar sub-division:** |  |  |  |  |
| Seminar was prepared by Mr. Desta Zerihun | 100 | Wed, Feb 24,  2021 |  | The Title was Guide for CSE students |
| **Tutorial sub-division:** | Scheduling /In Progress |  |  |  |
| **Workshop sub-division:** | Scheduling /In Progress |  |  |  |
| **Community service sub-division:** | Scheduling /In Progress |  |  |  |

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| Budget Overview |
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| category | spent | % of total | on track? | notes |
| **--** | **-** | **-** | **-** | **-** |

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| Risk and issue history |
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| 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 |
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| CONCLUSIONS/RECOMMENDATIONS |
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