|  | 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 | | | |
|  | | | |

| Report Date | WEEK - 1 | Division / responsibility | Prepared By |
| --- | --- | --- | --- |
| February 25, 2021 | Feb 15, 2021 – Feb 21, 2021 | Discipline committee head | Nathanael Bogale |

| Status Summary |
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|  |

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

| Project Overview |
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|  |

| task | % Done | Due date | driver | notes |
| --- | --- | --- | --- | --- |
| Editing the code of conduct | 100 | Thurs, February 18, 2021 |  |  |
| Gathering the list of all CSEC-ASTU members | 50 | Tue, Feb 23, 2021 |  | Gathered member’s list from CPD remaining Development Division member’s list |
| Added new members to the division | In progress | Mon, Feb 15. 2021 |  |  |
| Changed the Code of Conduct inside the lab’s walls | 100 | Wed, Feb 24, 2021 |  |  |

| Budget Overview | | | | |
| --- | --- | --- | --- | --- |
|  | | | | |
| category | spent | % of total | on track? | notes |
| - | - | - | - | - |
| Risk and issue history | | | | |
|  | | | | |

| issue | ASSIGNED TO | DATE |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

| CONCLUSIONS/RECOMMENDATIONS |
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