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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 | Your responsibility | Your name |

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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 |
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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 |
|  |  |  |
|  |  |  |
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| CONCLUSIONS/RECOMMENDATIONS |
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