|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 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   1. Yohannes Melese   Cybersecurity   1. 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 the new members | 98 | Feb 20 – Feb 21 | Mebatsion Sahle, Bemnet Nikodimos, Abdi Adem, Ahmed Hibet | Result total of **29** new members recruited  (13 from 2nd year & 16 from 3rd 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** |  |  |  |  |
| Presentation of dev members on their club management system | 58.6 | Feb 20, 2021 | Dev Head | 1. 7 members asked permission because they weren’t inn astu to present. 2. 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 |

|  |  |  |
| --- | --- | --- |
| Risk and issue**RISK AND ISSUE HISTORY** **RISK AND ISSUE HISTORY**  **RISK AND ISSUE HISTORY**  history | | |
|  | | |
| issue | ASSIGNED TO | DATE |
| Requesting additional labs up to the vice president of academic affairs. | Yohannes Fikru | Feb 18 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. | Discipline Committee |  |
| Weekly Report was not organized enough. | Wendirad Demelash |  |

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.