|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 | Development Head | Abdulmejid Shemsu | | | |
| 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 |
| **Gathering contacts of previous members** | **90** | **Feb 28, 2021** | | **Dev Head** | |  |
| **Presentation of dev members on their club management system** | **58.6** | **Feb 20, 2021** | | **Dev Head** | | * **7 members asked permission because they weren’t inn astu to present.** * **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** | |  |
| Budget Overview | | | | | | |
|  | | | | | | |
| category | spent | | % of total | | on track? | notes |
| **-** | **-** | | **-** | | **-** | **-** |

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| --- | --- | --- |
| Risk and issue history | | |
|  | | |
| issue | ASSIGNED TO | DATE |
|  |  |  |
|  |  |  |
|  |  |  |
| CONCLUSIONS/RECOMMENDATIONS | | |
|  | | |

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