

# Weekly Check-In Report

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## Project Information

Project Manager: Niko Fan

Week Number: 13

Project Name: Entry level I.T Position

URL of Project Page: <https://nikofan1.github.io/Calude-ProjectCharter/>

## Part 1: Refinement to Project Charter (5 pts)

Feedback provided by professor:

Keep polishing my project charter

Explanation of Refinements:

Not provided

## Part 2: Weekly Status Report (10 pts)

☒ Latest Status report has been added to Project Website

☒ Includes all items

## Part 3: Project Plan Update (10 pts)

☒ Review overall Project Plan and track progress

☒ Update the project tool items

☐ Take screenshots of updated project plan

☒ Screenshots have been added to the assignment

☒ Write explanation of what changed this week

Explanation of Project Plan Changes:

No changes for this week. Just keep on working on my project charter.

## Time & Effort Tracking (10 pts)

☒ Dedicated at least 90 minutes to meaningful project work

Brief Summary of Work Completed:

I kept applying for more job openings/posting. I got a phone interview with a company last week, but she said that they need to schedule a video interview and this time it will be more technical.