Milestone Report for ECMS Data Annotator (version 1)

**Prepared by: Zheyang Cao** **Date: 2020/11/18**

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| **Milestone** | **Date** | **Status** | **Responsible** |
| Executive Summary | 2020/11/7 | Completed | All members |
| Terms of reference | 2020/11/13 | Completed | Binbin Ni |
| Scope and Objective | 2020/11/15 | Completed | Zheyang Cao |
| Project Method or Approach | 2020/11/12 | Completed | Penglin Jin |
| Project Plan | 2020/11/14 | Completed | Zixin Jiang |
| Skills Analysis | 2020/11/15 | Completed | Penglin Jin |
| Risk Register | 2020/11/17 | Completed | Zixin Jiang |
| Issue Register | 2020/11/17 | Completed | Binbin Ni |
| Estimate all costs incurred | 2020/11/16 | Completed | Zheyang Cao |
| Scope and Objective version 2 | 2020/11/17 | Completed | Zheyang Cao |
| Project Method or Approach version 2 | 2020/11/17 | Completed | Penglin Jin |
| Milestone Report | 2020/11/18 | Completed | Zheyang Cao |