**Appendix A: Weekly Monitoring Report**

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| --- | --- |
| Group No: 1 | Date: 4/Aug/2018 (dd/mmm/yyyy) |
| Supervisor Name: Lin Zhao | |
| Project Title: directie | |
| Project Leader Name: Chua Wei | Signature: Chua Wei |

**1. Student weekly performance summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Adm. No. | Name | No. of hours present | Progress1 | Remarks |
| 1.1639290 | Chua Wei | 16 | A |  |
| 2.1626120 | Chia Kwee Cheng | 16 | A |  |
| 3.1625893 | Ng Hong Yao | 16 | A |  |
| 4.1626203 | Tay Wei Sern | 16 | A |  |
| 5.1626555 | Garick Chong Jun Kang | 16 | A |  |

1 State whether: A=On Schedule B=Ahead Schedule for no. of days C=Behind Schedule for no. of days

**2. Weekly Scrum.**

|  |  |  |
| --- | --- | --- |
| Week No: 16 Date: 4/Aug/2018 (dd/mmm/yyyy) | | |
| Members | Project Progress | Description |
| Chua Wei  1639290 | Last week’s Progress  (What he has accomplished since last meeting?) | Completed dashboard page and added in user feature. |
| This week deliverables  (What he is going to do before the next meeting?) | Add in another chart for route – beacon point, touch up on documentation, and write up deployment guide. |
| Obstacles  (What obstacles are in the way?) | As there are some conflicts between the route logging, need to redo. |
| Chia Kwee Cheng  1626120 | Last Week’s Progress  (What he has accomplished since last meeting?) | Bug fixing based on testing, voice testing with notes and tuning the accuracy. |
| This week deliverables  (What he is going to do before the next meeting?) | Still require bug fixing on the navigation. |
| Obstacles  (What obstacles are in the way?) | None |
| Ng Hong Yao  1625893 | Last week’s Progress  (What he has accomplished since last meeting?) | Insert the values and images of facilities & units and assist in the video. |
| This week deliverables  (What he is going to do before the next meeting?) | Get use to setting up the beacons and modify the ERD and Use Case in the report. |
| Obstacles  (What obstacles are in the way?) | None |
| Tay Wei Sern  1626203 | Last Week’s Progress  (What he has accomplished since last meeting?) | Done testing and some documentation and user guide. |
| This week deliverables  (What he is going to do before the next meeting?) | Organising the documentation and update on Meeting Minutes and Test Cases. |
| Obstacles  (What obstacles are in the way?) | None |
| Garick Chong Jun Kang  1626555 | Last week’s Progress  (What he has accomplished since last meeting?) | Filmed the videos and done some testing. |
| This week deliverables  (What he is going to do before the next meeting?) | Edit the video clip. |
| Obstacles  (What obstacles are in the way?) | None |
| Name6/Admin No. | Last Week’s Progress  (What he has accomplished since last meeting?) |  |
| This week deliverables  (What he is going to do before the next meeting?) |  |
| Obstacles  (What obstacles are in the way?) |  |

# Appendix B: Weekly Attendance for Group Form

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| --- | --- |
| Group No: 1 | Date: 30/July/2018 (dd/mmm/yyyy) |
| Supervisor Name: Lin Zhao | |
| Project Title: directie | |
| Project Leader Name: Chua Wei | Signature: Chua Wei |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Adm. No. | Date | Time-in | Time-out | Reasons for absence/lateness |
| Chua Wei | 1639290 | **31/07/18** | **0800** | **1000** |  |
| **01/08/18** | **0800** | **1300** |  |
| **02/08/18** | **1400** | **1600** |  |
| **03/08/18** | **0900** | **1800** |  |
|  |  |  |  |
| Chia Kwee Cheng | 1626120 | **31/07/18** | **0800** | **1000** |  |
| **01/08/18** | **0800** | **1300** |  |
| **02/08/18** | **1400** | **1600** |  |
| **03/08/18** | **0900** | **1800** |  |
|  |  |  |  |
| Ng Hong Yao | 1625893 | **31/07/18** | **0800** | **1000** |  |
| **01/08/18** | **0800** | **1300** |  |
| **02/08/18** | **1400** | **1600** |  |
| **03/08/18** | **0900** | **1800** |  |
|  |  |  |  |
| Tay Wei Sern | 1626203 | **31/07/18** | **0800** | **1000** |  |
| **01/08/18** | **0800** | **1300** |  |
| **02/08/18** | **1400** | **1600** |  |
| **03/08/18** | **0900** | **1800** |  |
|  |  |  |  |
| Garick Chong Jun Kang | 1626555 | **31/07/18** | **0800** | **1000** |  |
| **01/08/18** | **0800** | **1300** |  |
| **02/08/18** | **1400** | **1600** |  |
| **03/08/18** | **0900** | **1800** |  |
|  |  |  |  |

Note:

1. Weekly attendance for group form is to be submitted to your supervisor every Monday morning.

2. Attendance shall be marked according to time-table.

1. Lateness or absenteeism without acceptable valid reasons or M/C shall be marked as absent.