**Team 8 Bi-weekly Report 11 – 09/03/2018**

iPoorly

Team Members: Suyash Kabra, Zheng Ng, Affiq Khairuddin

Overview

Over the past two weeks, the team has worked on completing the design of the website based on the feedback received from the parent panel meeting. Besides that, we’ve also looked into the project website and delegated tasks to each team member.

Meetings

**Meeting 1 (26/02/2018):**

The team met during the lab session and we used the time to delegate the tasks for the following two weeks. We’ve decided to finalise the website development by this week, and then work on the project website and deliverables over the next few weeks till the final submission.

**Meeting 2 (05/03/2018):**

The team met to update each other on their progress and work on the project together. Since we’ve finalised the website changes, the plan for the upcoming week is to complete the project website and deliverables and prepare for the final handover to our client. We delegated tasks to every team member and started to work individually on them.

Tasks

**Completed:**

* Finalised changes to the website
* Completed delegation of tasks for project website and deliverables

**Problems we faced:**

* Finalising the website with a professional design

Plan for next two weeks

For the next two weeks, we plan to complete the project deliverables, such as creating the poster, making the video and project website. Besides that, we will also be looking to package the source code for final handover process to the client.

Team Member Contribution

**Suyash:**

I’ve contributed mainly in finalising the website development. Besides that, I’ve also hosted the website on Azure, while waiting for our client to give hosting instructions on her end. I’ve also worked on the project website and delegated tasks to my team members.

**Zheng:**

I’ve helped with writing the biweekly report and also started to work on the poster, video and part of the project website. Besides that, I’ve actively participated in the team’s discussions and meetings.

**Affiq:**

I’ve actively participated in discussions and meetings, as well as help with the project website. I’ve also help proofread the project website for any spelling errors and grammatical errors.