**Bi-Weekly Progress Report: BPO P2P Extract**

**Report Date:** 8 July 2024

**Project Name:** **BPO P2P Extract**

**Prepared by:** Zain

### 1. ****Overview****

*(Provide a brief summary of the overall status of the Service Now to Excel project).*

After troubleshooting with the team, the issue with the script not running was finally resolved. Now, I want to try copying the results to the local system using AWS S3. However, I am encountering a problem when trying to copy to S3. Access is denied because the account used to run the program is a-lharis, while the account that can access AWS S3 is lharis. Additionally, when I try to access the Linux instances using the lharis account, it doesn't work because access to the Linux instances is only possible using the a-lharis account.

**2. Tasks Completed**

*(Detail the specific tasks that were completed in this period.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Task Description | Assigned to | Completion Date | Comments |
|  | Handovered from naufal | Zain |  |  |
|  | Try to find out null fields | Zain |  |  |
|  | Fix bug node js (script can’t run) | Zain | 6 July |  |

**3. Ongoing Tasks**

*(List the tasks that are currently in progress and their status.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Task Description | Assigned to | Expected Completion Date | Comments |
| 1. | Copy result to local via AWS S3 | Zain | 15 July |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Upcoming Tasks**

*(Outline the tasks planned for the next reporting period.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Task Description | Assigned to | Start Date | Expected Completion Date | Comments |
|  | Demo program | Zain | 4 July | 29 July |  |
|  | Document Solutions | Zain | 4 July | 26 July |  |
|  | Development Applications | Zain | 4 July | 26 July |  |
|  | Data extraction & verification | Zain | 4 July | 26 July |  |

**5. Issues and Risks**

*(Identify any issues or risks encountered during this period and their potential impact on the project.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Issue/Risk | Impact (low, Medium, High) | Mitigation Plan | Comments |
|  | Vulnerabilities | High |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Decisions Needed**

*(List any decisions that need to be made by stakeholders or project sponsors.)*

### 7. ****Other Notes****

*(Include any additional information or notes relevant to the project.*