

WEEKLY ACTIVITY REPORT

Project Name: Mercy Clinic

PROJECT SUMMARY

REPORT DATE	MAIN TASK	DURATION	PREPARED BY
Mar 2, 2020	Code reviews & testing	10 hours	Wynn Pho

STATUS SUMMARY

Code review and testing

SELF ASSESSMENT VALUE [5 – EXCELLENT, 4 – ABOVE AVERAGE, 3 – AVERAGE, 2 – BELOW AVERAGE, 1 – POOR]:

ACTIVITIES COMPLETED THIS WEEK

Reviewed Calendar Updates pull request, tested and suggested fixes
Review Volunteer Updates pull request, tested and suggested fixes
Tested Calendar system
Took notes during meeting with clients on 02/27 and organized notes

ACTIVITIES TO WORK ON NEXT WEEK

Test log in/out system

ISSUES FOR IMMEDIATE ATTENTION

ISSUE	ASSIGNED TO	DATE

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CONCLUSIONS/RECOMMENDATIONS

NA