**WEEKLY REPORT**

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| Group name : May 14-12 | Date: December 9, 2013 |
| Client/Advisor: Lee Harker  |
| Attendees/Role: All |

**ACCOMPLISHMENTS FOR PAST WEEK**

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| --- | --- | --- |
| WHAT | WHO | WHEN |
| Had our meeting regarding final presentation – divide our own part | All | Dec 6 |
| We have our regular meeting at senior design lab | All | Dec 8 |
| Make a test for demonstration  | Mohammed, Sherry, Shichao | Dec 8 |
| Design our website and update all the documents needed in the website, compile presentation slides.  | Nurul | Dec 8 |

**PLAN FOR COMING WEEK/INDIVIDUAL TASKS**

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| --- | --- | --- |
| WHAT | WHO | WHEN |
| Do presentation | All | Dec 11 |

**PENDING ISSUE**

|  |  |
| --- | --- |
| ISSUE | RESPONSIBILITY |
| Do mechanical drawing | All |
| Do schematic  | Sherry |

**INDIVIDUAL HOURLY CONTRIBUTION**

|  |  |
| --- | --- |
| **NAME** | **HOURS** |
| Mohammed | 6 |
| Sherry | 6 |
| Izni | 6 |
| Shichao | 6 |