

# Informal Progress Report

## Project Overview

Our team, consisting of Yusuf and Mansur, is working on an advanced educational platform proposal aimed at bridging the learning gap in STEM education. This report outlines our group's progress in developing the oral product service proposal, detailing the division of labor, individual progress, group cooperation, and our awareness of the supervisory audience.

## Division of Labor

Yusuf

- Conducting needs assessment and market research.
- Developing the initial content for the proposal.
- Coordinating with subject matter experts to ensure content accuracy.

Mansur

- Designing and developing the platform prototype.
- Creating instructional manuals and multimedia resources.
- Conducting user testing and gathering feedback.

## Progress of Each Group Member

Yusuf

- Needs Assessment: Completed surveys and interviews with educators and students to identify learning gaps and needs.
- Market Research: Analyzed trends in online education and identified target audience segments.
- Content Development: Drafted the initial sections of the proposal, including the introduction, product offering, and market analysis.
- Expert Coordination: Collaborated with subject matter experts to review and refine educational materials, ensuring clarity and relevance.

Mansur

- Platform Prototype: Developed a functional prototype of the educational platform, including key features like user registration, content delivery, and interactive modules.

- **Instructional Manuals:** Created detailed instructional manuals for subjects such as mathematics and physics, incorporating interactive and multimedia elements.
- **User Testing:** Conducted initial user testing with a small group of students and educators, gathering valuable feedback for further refinement.
- **Feedback Integration:** Integrated feedback from user testing to improve the platform's functionality and user experience.

## **Group Cooperation**

Our team has demonstrated strong cooperation and communication throughout the project. Key highlights include:

- **Regular Meetings:** Weekly meetings to discuss progress, address challenges, and plan next steps.
- **Collaborative Tools:** Utilization of collaborative tools like Trello for task management and Google Drive for document sharing.
- **Feedback Loop:** Continuous feedback loop between Yusuf and Mansur to ensure high-quality output and alignment with project goals.
- **Problem-Solving:** Effective problem-solving strategies, including brainstorming sessions and peer reviews.

## **Awareness of Supervisory Audience**

We are keenly aware of the importance of keeping our supervisory audience informed and engaged. We have taken the following steps:

- **Regular Updates:** Providing weekly progress reports to our supervisor.
- **Transparency:** Maintaining transparency in our work processes and decision-making.
- **Documentation:** Keeping detailed notes and records of all meetings, tasks, and feedback.
- **Presentation Preparation:** Preparing a polished and comprehensive presentation of our proposal, tailored to address the interests and concerns of our supervisory audience.

## **Conclusion**

Our team, comprising Yusuf and Mansur, has made significant progress in developing the advanced educational platform proposal. Each member has contributed effectively to their assigned tasks, and our collaborative efforts have ensured a cohesive and well-rounded project. We remain committed to maintaining our momentum and delivering a high-quality

proposal that meets the needs of our target audience and satisfies the expectations of our supervisory audience.