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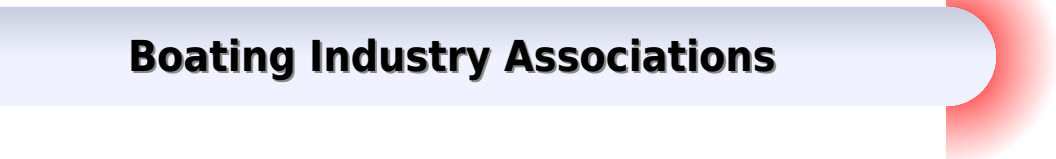
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web progress reports need to be done at least on a monthly basis though weekly is encouraged with a notification system integrated in weekdone you ensure that everybody remembers to send their reports in time