Abstract

The following documentation provides a detailed weekly overview of the ongoing project process which consists of a global and weekly work division reports, all the meeting agendas and taken minutes for their corresponding weeks throughout the course.

PROCESS REPORT DOCUMENTATION

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# Introduction

## Version description:

First version of process report document which covers the work conducted by the team and the outcome of all meetings held on a weekly basis from the start of the project until week 14 (End of Iteration 2 and start of Iteration 3)

## Global Work Division

The work on the project has been performed in the span of one university semester consisting of two modules. Therefore, the work which had to be conducted has differed in the first and second periods. The first period consists of the kick-off phase, the initial iteration and Iteration #1; The second period consists of Iteration #2, Iteration #3 and the ending phase.

In the following chapter the deliverables and persons responsible for them are presented.

## First Period (February – April 2019)

### Kick-off Phase

|  |  |
| --- | --- |
| Deliverable | Person(s) Responsible |
| Application Proposal | The team |
| Initial Project Plan Draft | Nikolas Zhmakin |

### Initial Iteration

|  |  |
| --- | --- |
| Deliverable | Person(s) Responsible |
| Work Division Report | Author: Velin Ekupov; Took part: The team. |
| Final version of Project Plan for Iteration #1 | Velin Ekupov |
| Updated URS | Velin Ekupov |

### Iteration #1

|  |  |
| --- | --- |
| Deliverable | Person(s) Responsible |
| Final URS for Iteration #1 | Velin Ekupov |
| Final version of Project Plan for Iteration #2 | Velin Ekupov |
| Proof of concept | The team |
| UML Class & Sequence Diagrams | Velin Ekupov |
| Work Division Report v2 | Author: Velin Ekupov; Took part: The team. |
| Design Document for Iteration #2 | Velin Ekupov |

## Second Period (April – June 2018)

### Iteration #2

|  |  |
| --- | --- |
| Deliverable | Person(s) Responsible |
| Final URS & Design Document for Iteration #2 | Velin Ekupov |
| Final version of Project Plan for Iteration #3 | Velin Ekupov |
| Source code of prototype and prototype itself | The team |
| Work Division Report v3 | Author: Velin Ekupov; Took part: The team. |

### Iteration #3

|  |  |
| --- | --- |
| Deliverable | Person(s) Responsible |
| Final URS & Design Document for Iteration #3 | Velin Ekupov |
| Process Report Document | Nikolas Zhmakin |
| Source code of final product and product itself | The team |
| Final Work Division Report version | Author: Velin Ekupov; Took part: The team. |

### End Phase

### 

|  |  |
| --- | --- |
| Deliverable | Person(s) Responsible |
| Project Presentation | The team |

# Weekly Work Overview Log

## Week 1 (04.02 – 10.02)

### Meeting

No meeting was conducted during the first week of the course, a general overview of the course was given, and we received instructions to form teams consisting of 5 or 6 members, take a decision on what application we will be building and give our preferences if we want to be appointed to a specific tutor.

### Conducted Work

Successfully gathered a team of 5 members taking the decision that we do not need a 6th one. The team appointed *Velin Ekupov* as Project Leader, *Boris Tsvetanov* as Project Secretary and the remaining 3 members – *Aleksandar Staykov*, *Dimitar Dyakov* & *Nikolas Zhmakin* were given no specific role.

The team agreed that the simulation application which we will be building throughout the span of the course is going to be a “**Baggage Handling Airport Simulation System**”. The tutor that we wanted to have for this project is Mr. Shaghelani Lor, Mikaeil.

## Week 2 (11.02 – 17.02)

### Meeting (Date & Time: 12.02 / 16:00 UTC)

|  |  |
| --- | --- |
| Attendees: | Mikaeil Shaghelani, Aleksandar Staykov, Boris Tsvetanov, Dimitar Dyakov, Velin Ekupov, Nikolas Zhmakin |
| Chairman: | Velin Ekupov |
| Minute Taker: | Boris Tsvetanov |

### Agenda

This was our first meeting which served as general overview with our tutor – Mr. Shaghelani Lor, Mikaeil.

|  |
| --- |
| **Meeting the requirements**   1. Discussion about the specifics of the project and getting a general understanding of what exactly is expected of our team for our chosen topic. 2. Getting feedback on the initial concept version of the project plan.   **Closing the meeting**   1. Questions |

### Minutes

The table below provides the meeting minutes.

|  |  |
| --- | --- |
| Agenda Item | Notes |
| Discussion about project specifics | * Actual user-friendly simulation containing animation which could be done via any technologies the team agrees to. * As a start – Give feedback to each other, create a proper task division, re-use code from your teammates to prevent a messy application at the end. * Develop an in-depth idea about the specifics of how the application should work and make sure that everyone in the team understands it. * We should focus on our application to be able to receive input from our client, process that input in the most efficient way and deliver it back in a user-friendly way as smoothly and quickly as possible without any issues. |
| Initial Project Plan Feedback | * First draft is okay, make sure to be more specific and get more into details for the next week. |
| Questions |  |
|  |  |