Logo

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Software Project Management 2021/2022

Flashee

D1.1.2 – Milestone M1.1 Report

### Authors

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# Goal of Stage 1.1

Mind storming ideas for a project, getting approval from the client for one of the project ideas. Creating a Vision & Scope draft and a dashboard in Microsoft Teams. Setting up a conflict-less schedule that everyone can work with, in order to allow the project to progress smoothly from here on out. Creating a Jira dashboard with to-do lists for every single team member with time tracking, which will be updated with tasks for each week.

# Tasks done

(from team log)

|  |  |  |
| --- | --- | --- |
| **Date** | **Tasks** | **Effort** |
| 14/10/2021 | Mind storming ideas. | 5h00m |
| 17/10/2021 | Create GitHub repository, V&S initial draft, prepare the MS Teams private channel. | 15h00m |
| 19/10/2021 | Updated the V&S draft and dashboard by the client’s instructions. | 3h40m |
| 23/10/2021 | Plan regular weekly schedule, build Jira dashboard, build a to-do list for everyone. | 4h00m |
| 23/10/2021 | Prepare the Milestone M1.1 Report | 1h14m |
| 24/10/2021 | Finish the V&S, reviewing and submit for approval. | 2h20m |
| 25/10/2021 | Prepare meeting agenda for week 2 | 44m |
| 25/10/2021 | Closeup milestone report | 2h24 |
| 26/10/2021 | Final touches, meeting preparation. | 50m |
|  | Total (budget: 40) | 35h20m |

# Achieved

* Dashboard ready, v11.0
* D1.1 Vision & Scope draft updated and submitted for approval, v1.33, [V&S link](https://teams.microsoft.com/l/file/B071052B-C2C3-48CE-B20B-20A5DFBCA20E?tenantId=055a3822-099b-4683-ad90-b17a3b3b1507&fileType=docx&objectUrl=https%3A%2F%2Fisecpt.sharepoint.com%2Fsites%2FGPS20212022-Team31%2FProject%20Files%2FDeliverables%2FD1.1.1%20-%20Vision%20and%20Scope.docx&baseUrl=https%3A%2F%2Fisecpt.sharepoint.com%2Fsites%2FGPS20212022-Team31&serviceName=teams&threadId=19:e718a0fe99ef439bb9f02773fe5796a4@thread.tacv2&groupId=8fe1a3d9-53b3-45f1-a38b-fc65a7172c5a)
* Team Log up to date, [Team Log link](https://teams.microsoft.com/l/file/786FE904-C8B4-4275-B74E-87ECF6C96AD6?tenantId=055a3822-099b-4683-ad90-b17a3b3b1507&fileType=xlsx&objectUrl=https%3A%2F%2Fisecpt.sharepoint.com%2Fsites%2FGPS20212022-Team31%2FProject%20Files%2FSupport%2FGPS2122%20-%20Team%20Log.xlsx&baseUrl=https%3A%2F%2Fisecpt.sharepoint.com%2Fsites%2FGPS20212022-Team31&serviceName=teams&threadId=19:e718a0fe99ef439bb9f02773fe5796a4@thread.tacv2&groupId=8fe1a3d9-53b3-45f1-a38b-fc65a7172c5a)

# Planned but not achieved

* Nothing so far.

# Analysis

## What went well

* We were able to meet frequently in order to advance our work steadily.
* We managed to think of a good project idea.
* We were able to create a Jira dashboard to better manage ourselves.

## What went wrong

* We met online but not everyone was able to be present every time
* There were some points our client thought we needed to improve.

## What we could do differently to improve

* Finding a quiet place to meet every week