Process Execution Report

Created by: Team Member 0

Date:

|  |  |
| --- | --- |
| Activity: | *Collect Team Information* |
| Team Member Responsible: | *Member 1* |
| Decisions: | *It was decided to...* |
| Difficulties: | *None* |
| Approximate Time Spent: | *5 hours* |
| Obs: | *....* |

|  |  |
| --- | --- |
| Activity: | *Assign Roles* |
| Team Member Responsible: | *Member 2* |
| Decisions: | *It was decided to...* |
| Difficulties: | *None* |
| Approximate Time Spent: | *5 hours* |
| Obs: | *...* |

|  |  |
| --- | --- |
| Activity: | *Perform Documentation Analysis* |
| Team Member Responsible: | *Member 1* |
| Decisions: | *It was decided to...* |
| Difficulties: | *None* |
| Approximate Time Spent: | *5 hours* |
| Obs: | *...* |

|  |  |
| --- | --- |
| Activity: | *Activity N* |
| Team Member Responsible: | *Member N* |
| Decisions: | *It was decided to...* |
| Difficulties: | *None* |
| Approximate Time Spent: | *5 hours* |
| Obs: | *...* |