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| Week | Deadline | Responsible | Task | Description | Progress | Status |
| Week1 |  |  |  |  |  |  |
|  |  | Atanas | Name | To choose the name |  | Completed |
|  |  | Atanas | Logo | To choose the logo |  | Completed |
|  |  |  | Preparation | To study the workbook and define what is yet unclear V confusing | Made several comments in the documents | Completed |
|  |  |  | Authorization  Process Proposal | Discussed the authorization process. | Made a flowchart. | Completed |
|  |  |  | Possible website functionality | Discussed the possible purpose of the website and the scope of its functionality | Searched for different examples of websites and analyzed them | Completed |
| Week2 |  |  |  |  |  |  |
|  |  |  | Meeting | Hold a meeting with tutor. Discussed the project and defined the tasks (see minutes). | We were not prepared.  Discussed a lot. See minutes. | Completed |
|  |  |  | Minutes template + document | Prepare the minutes document of the Tuesday’s meeting | Made a template  Dilled the information  Sent | Completed |
|  |  |  | Agenda template | Agreed that use of agendas is very important. Have to prepare It for the next week. | Made a template  Agreed with the group | Completed |
|  |  |  | Group meeting  (communication)  plan | To decide what will be the meeting schedule and to determine the way of tracking progress | Agreed to meet in the following way:  1. Initial meeting: Wednesday Evening  2. Intermediate meeting: Friday Evening  3. Terminal meeting: Sunday |  |
|  |  |  | Determine the tutor meeting role schedule | Agree on who is going to be the chairman and who is the minutetaker | 1 Dimitar  2 Hristian  3 Atanas  4 Dmitrii  13  42  21  34 |  |
| Week3 |  |  |  |  |  |  |
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| Week4 |  |  |  |  |  |  |
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