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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 | Completed |
|  |  |  | 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 | Completed |
|  |  |  | Questions for the client | Prepare the question list for the client | We need to discuss everything that is not yet clear about the event and the project.  Sent the document. | Completed |
|  |  |  | Choosing the DBMS | Agree on using MySQL as the DBMS for the project | Found several arguments on the web, though there’s still some thinks | Completed |
|  | Thursday | Dimitar | Set up Version Control System | As the VCSs are essential for group work we need to choose one we will operate | We chose GitHub.  Set up the repository. Populated it with files. Learned how to operate it. Agreed on the rules how to use it. | Completed |
|  |  | Dmitry | Milestone review document | We need to establish a way of tracking progress | For that we agreed on using task tracking document. Which will be formed according to the project plan, detailed up to several details | In progress |
|  |  |  | Project Plan | We need to create a project plan.  Create a document with detailed tasks for the first block and outline the activities of the second block | Created the work breakdown structure of the project  Outlined the tasks | In progress |
|  |  |  | Website process | We need to discuss and determine the purpose and use of the event website. | Studied several famous event websites.  Created a website sitemap according to the authorization process flowchart. | Completed |
|  |  |  |  |  |  |  |
|  |  |  | Project statement | We need to create a document that would initialize the project | Encountered the problem of getting the information from the client in advance. | Postponed |
|  |  |  | List of tasks | We need to create a document to track the progress | Almost the same as milestone list. | In progress |
|  | 29.02 9:00 am |  | Distribute the agendas | Send the agendas to every group member and prepare for the meeting | Formed the agenda. Dimitar, as the chairman of the next meeting sent the agenda to Bert van Gestel. | Completed |
| Week3 |  |  |  |  |  |  |
|  | Tuesday 10PM | Atanas | Minutes Meeting 3 | Make the minutes document for the meeting 3. Send the copies out. |  |  |
|  | Wednesday meeting | TBD | Refine the tasks for week 3 | Discuss the week’s tasks and prioritize set out the roles and duties |  |  |
|  | Thursday | TBD | Create the event description document | State all the details of the event. |  |  |
|  | Thursday | TBD | Website specifications | Analyze the website’s specs and features. Create a document stating its target audience, specifications, purpose and scope. |  |  |
|  | Friday 5PM | TBD | Website Process and sitemap final | Create several final versions of the website processes and finalize the sitemap |  |  |
|  | Saturday | TBD | Website overview document | Add the best fitting website process to the document with the target audience and website specs |  |  |
|  | Sunday | TBD | Website Wireframes | Create the wireframes of the website’s pages. |  |  |
|  | Monday  7PM | TBD | Website visual style | Make several website’s visual design proposals for the client. Cover the main, most important pages.  Discuss them the next time the group contacts the client |  |  |
|  | Monday  9Pm | TBD | Website Design Document | Create the design document covering all the aspects of the future website to present it to the client |  |  |
|  | Thursday | TBD | Collect and analyze data for the DataBase design | Analyze all the information acquired about the event to create a database design. |  |  |
|  | Friday | TBD | Database structure normalization | Refine the data about the database and reach the sufficient normal-form. |  |  |
|  | Friday | TBD | Database Design | Create a database ERD.  Define all the entities, attributes and relationships for the database. Build the ERD design using DB design software. |  |  |
|  | Sunday  7PM | TBD | Database Model | Create a database model with all the features that has to be present. |  |  |
|  | Friday | TBD | Authorization methods analysis | Research the identification methods available.  Find the examples.  Find the specifications and manuals about how to use any of those methods. |  |  |
|  | Friday (During the meeting) | GROUP | Authorization methods SWOT | Discuss and analyze the auth. Methods according to the SWOT analysis structure. |  |  |
|  | Thursday | TBD | Define the project scope | Define the MoSCoW list and state what will be included in the project and what will not |  |  |
|  | Friday | TBD | Create the Event description document | Finalize the event description document.  Including the Purpose, Organization, Activities etc. |  |  |
|  | Friday | TBD | Create the first complete version of the project statement | Fill in the information and create the project statement |  |  |
|  | Friday | TBD | Refine the project plan | Refine the details of the project plan, refine it and make changes if applicable |  |  |
|  | Saturday | TBD | Create the setup document | Create the first version of the setup document. |  |  |
|  | Sunday  9PM | Dmitrii | Send the agenda | Create a new agenda for the meeting and send it to all the members |  |  |
| Week4 |  |  |  |  |  |  |
|  | Monday | TBD | Create the database design document | Define all the requirements and specifications of the database and create a document explaining your choices and solutions |  |  |
|  | Tuesday | Hristian | Create the minutes document | Form and distribute the minutes document after the meeting |  |  |
|  | Wednesday | TBD | Refine the tasks for week 4 | Analyze the progress and the results of the discussion held on tuesday |  |  |
|  | Wendesday  (Meeting) | GROUP | Choose the visual style of the website | Discuss the client’s feedback and review all the options |  |  |
|  | Friday | TBD | Finish the visual design of the necessary pages | Finish the design of the main pages of the website |  |  |
|  | Sunday  5PM | TBD | Create the HTML and CSS for the website | Create the structure and start CSS for the website |  |  |
|  | Thursday | TBD | Payment methods and financial questions | Study and analyze the methods of paying and learn more about PayPall integration, find other possible solutions. Conduct SWOT analysis of the options. |  |  |
|  | Friday 5PM | GROUP | Study how to get started with the actual database | Study the materials on the internet and choose the one who will be leading the database development routine (during meeting) |  |  |
|  | Friday  10PM | TBD | Finalize the documents:  Project plan Project statement  Setup Document | Create the final versions of these documents |  |  |
|  | Sunday  (Progress check) | TBD | Implementation of the DATABASE | Work on the implementation of the  Database |  |  |
|  | Saturday | TBD | Application specification | Analyze the data about the required applications. Define the scope and functionality. |  |  |
|  | Saturday | TBD | Application Process | Create the process flowchart/statemachine for the main applications |  |  |
|  | Sunday  (meeting) | TBD | Application  Design document | Start discussing and creating the design documents for the main applications (the ones for which the processes were discussed). Include the scope, the classes and uml diagrams. |  |  |
|  | Sunday | TBD | Web development language | Find enough materials about the languages that will be used on the website:  JS and PHP |  |  |
|  | Sunday  (Meeting) | TBD | Web development language discussion | Discuss the chosen languages, provide the materials for the group |  |  |
|  | Sunday  9PM | Hristian | Agendas for the meeting on Tuesday | Finalize the agenda for Tuesday and distribute it. |  |  |
| Week5 |  |  |  |  |  |  |
|  | Tuesday | Dimitar | Minutes | Create and send out the minutes of the meeting |  |  |
|  | Tuesday | TBD | Finish the application feasibility study | Finalize the application feasibility study. Conduct SWOT analysis and agree on one option |  |  |
|  | Tuesday | TBD | Finish the hardware feasibility study | Finalize the hardware feasibility study. Conduct SWOT analysis and agree on one option. Choose the best solution based on the costs, ease of implementation and use. |  |  |
|  | Saturday  Noon | TBD | Website Functionality | Create the code for the website’s features and functionality. Backend development. |  |  |
|  | Friday | TBD | Database Development | Make sure the database is ready |  |  |
|  | Wednesday | TBD | Application GUI wireframes | Create the apps gui wireframes based on the functionality flowchart |  |  |
|  | Thursday | TBD | Application Mockups | GUI visual design |  |  |
|  | Friday | TBD | Application Design document | Create a document stating all the features of the applications and explain their functionality, our design solutions and backend specification |  |  |
|  | Saturday | TBD | Hardware Scope | Create a document specifying the scope of the hardware involved and the relations between hardware and software, database and web. |  |  |
|  | Sunday | TBD | Database-Website integrity | Integrate the use of database in the website. |  |  |
|  | Sunday | TBD | Website working version | Create a stable version 1.0 of the website. Make sure all the functions work properly. |  |  |
|  | Sunday  9PM | Atanas | Agenda | Finalize the agenda for Tuesday and distribute it. |  |  |
| Week6 |  |  |  |  | Exam preparations start |  |
|  | Monday | TBD | Papers done | Make sure all the required documents are completed and look their best |  |  |
|  | Tuesday  7PM | Dmitrii | Minutes | Create the document for the meeting’s minutes |  |  |
|  | Thursday | TBD | Create the forms and reports for the database | Create the final versions of the forms and reports for the database |  |  |
|  | Wednesday  (Recursive) | TBD | Create the website testing document | Prepare the testing document and report |  |  |
|  | Thursday  (Recursive) | TBD | Create the database testing document | Prepare the testing document and report |  |  |
|  | Saturday  (Recursive) | TBD | Test the website and the database | Record testing results, discover the bugs and errors |  |  |
|  | Sunday  (Recursive) | TBD | Debug the website and the database | Fix all the discovered errors make a report and new version’s documentation |  |  |
|  | Wednesday | TBD | Find the materials on the hardware implementation in the system | Find how exactly it would be possible to integrate the hardware and other projects systems. |  |  |
|  | Friday | TBD | Refine applications’s classes | Study the requirements again and refine the specs of the application. Refine the visual design and interfaces of the software. |  |  |
|  | Sunday  (Progress check) | TBD | Application development | Coding the software.  Create all the main classes, functions and prepare the user interface. |  |  |
|  | Sunday  9PM | Dimitar | Agenda | Create the agenda for the meeting of week7 |  |  |
| Week7 |  |  |  |  | Exam preparation final |  |
|  | Monday | TBD | Process report | Report the processes, tasks, milestones and accomplishments completed so far |  |  |
|  | Tuesday | Atanas | Minutes | Create the minutes document |  |  |
|  | Wednesday | TBD | Refine the tasks and the plan for the future weeks | Set up the detailed tasks schedule for the following weeks. Take into consideration the study workload, exam preparations, exams, milestone achievement status and overall progress of the project |  |  |
|  | Friday | TBD | Finalize the documents. | Create the final version of all the paperwork.  Prepare the final setup document, project statement, charter, all the design documents. |  |  |
|  | Sunday | TBD | Create the documentation for the website and the database | Prepare the documentation, explaining the functionality and application of the website and the database. |  |  |
|  | Sunday | TBD | Software integration | Integrate the software parts and assure the functionality of the interface |  |  |
|  | Sunday  9PM | Dmitrii | Agenda | Create the agenda for the meeting of week8 |  |  |
| Week8 |  |  |  |  | Exam week |  |
|  | Monday | TBD | Create the report of the application development status | Prepare the document outlining the application status. |  |  |
|  | Tuesday | Hristian | Minutes | Create the minutes document |  |  |
| TASKS | PLANNED | ACCORDING | TO THE EXAM | WORKLOAD | AND SCHEDULE |  |
|  | Sunday  9PM | Hristian | Agenda | Create the agenda for the next meeting.  Make a conlusion of the projects progress and status. Make changes to the project plan and define the future tasks |  |  |
| Week9 |  |  |  |  | Exam week |  |
| TASKS | PLANNED | ACCORDING | TO THE EXAM | WORKLOAD | AND SCHEDULE |  |
| Week10 |  |  |  |  | Free week |  |
| TASKS | PLANNED | ACCORDING | TO THE EXAM | WORKLOAD | AND SCHEDULE |  |
| Block 1 | complete | Transfer to | The block 2 | According to the results of | The first block, exams and planned leisure during the | Holidays |
|  | Further | Actions to | Be discussed with a | Group and tutor during | The round-off meeting for the first block. |  |
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