Dimitar Ryapov

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Tutor:

Mr.Kuah

|  |  |
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| PRocess report  17.06.2016 |  |

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**Preface**

This is a process report for the “CarGasm” exhibition event, by means of describing in the following chapters all the tasks, done by our team, during the project period. There is information about planned, performed or completed activities, agreements between members of the group, problems and challenges that have been faced, solutions and decisions that have been taken, extra achievements and tables with the tasks that each member has done.

# **Week 1**

* + Planned Activities
    - Group Formation: The first task was to form a competent group that would be able to complete the task. We were also supposed to split roles, according to each member passions, interests or weaknesses.
    - Preparing for the first meeting with the client: The group had to prepare questions, as well as form congruency, such that everyone in the team is following the others and have the appropriate schedule, corresponding to meetings.
    - Meeting with the client.
  + Performed Activities
    - Forming a group.
    - Preparing for meeting.
    - Meeting with client.
  + Completed Activities
    - Group formation- The group was formed successfully.
    - Preparing for meeting- We prepared slightly, with reasonable number of questions for the meeting.
    - Meeting with Client- We met with the client and afterwards, we had a better idea about our functions and expectations from both sides.
  + Agreements
    - To work on a logo, corresponding to the project, as well as give an appropriate team name.
  + Problems and Challenges
    - We faced time limitations, according to the meeting.
  + Solutions and Decisions
  + Extra Achieved/Completed

Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Meeting with the group for the first time | 60 |
|  | Logo |  |
|  | Brainstorm about a team name |  |
| Lyubomir | Meeting with the group for the first time | 60 |
|  | Logo | 40 |
|  | Brainstorm about a team name | 20 |
| Petya | Meeting with the group for the first time | 60 |
|  | Brainstorm about a team name | 20 |
| Diyan | Meeting with the group for the first time | 60 |

# **Week 2**

* + Planned Activities
    - Make the content of the project plan
    - Working on Project Plan (Version 1)
    - Group Meeting
    - Specifying the dates of the phasing, as well as the internal/ external deadlines
    - Choose appropriate car images for the website(make a research on this, for our client, let him to suggest us desired photos)
  + Performed Activities
    - Assign sections of project plan:
    - Improvement on Project Plan (Version 1)
    - Group Meeting
  + Completed Activities
    - Create sections in the project plan:
    - The project leader suggests to set deadlines for finishing the project plan
    - Group Meeting: After everyone finished their tasks, we agreed on making a group meeting, for giving a feedback, cross-read each other’s work, as well as gain more ideas, such that we would be prepared for the meeting with the client, in the upcoming week.
  + Agreements
    - We agreed that we would use a provided map for the event, for showing the location(Leigh park, Tilburg)
    - Any documents, for which we would like to receive a feedback, should be sent at least 1 day before the meeting with the teacher
    - We agreed that we will use object oriented programming for the system.
    - We agreed that one of the aims is to have as simple and as friendly-using, as possible the website, as well as the application.
    - Sending emails, as reminders to the people, going to the event
    - Release the Facebook page, around the same time, as the website, itself
  + Problems and Challenges
* The resolution of the website looks different;
* Colors on the website look too dark, according to our client
  + Solutions and Decisions
* Change the resolution, such that it would be convenient for people with different screens to use normally the website.
* Change the colors, such that they would be brighter(use a mixture of red and black)
  + Extra Achieved/Completed
* Request on the client, for implementing a timer, for counting down the days left until the event
  + Table

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| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Project Plan |  |
|  | Project plan: project goal |  |
|  | Project plan: project deliverables |  |
|  | Project plan: layout |  |
|  | Phasing |  |
|  | MOSQUITO |  |
|  | Tutor meeting | 30 |
|  | Minutes |  |
| Lyubomir | Project Plan | 60 |
|  | Phasing | 20 |
|  | Website version 1(static page) | 80 |
|  | Minutes | 20 |
|  | Cross-read documentation | 40 |
|  | Tutor meeting | 30 |
| Petya | Project Plan: formal client | 40 |
|  | Project Plan: project goal | 60 |
|  | Project Plan: project deliverables | 120 |
|  | Project Plan: layout, project leader | 20 |
|  | MOSQUITO | 120 |
|  | Tutor meeting | 30 |
| Diyan | Tutor meeting | 30 |
|  |  |  |

# **Week 3**

* + Planned Activities
    - Improvement and changes, according to the Project plan
    - Work on the Setup document
  + Performed Activities
    - Made improvements on the project plan, which has been sent to the client, as well as to the tutor
    - Group Meeting
    - Mentor meeting
  + Completed Activities
    - Group Meeting
    - Meeting with mentor and client
    - Finished logo and final name of the team
    - Collected appropriate car photos for the website
    - Colors in the website, as well as the resolution have been changed
  + Agreements
* We agreed on submitting the developed Project Plan, such that we would receive feedback during the next meeting, as well as sent an agenda for our upcoming meetings to our tutor; and meeting requests to our client.
  + Problems and Challenges
* We could not take feedback outside the tutor meetings.
  + Solutions and Decisions
    - We agreed to send off all drafts of the documents, such that we would receive a feedback, during our next tutor meeting.
    - We decided to prepare questions for the client, as well as for the tutor, before the meetings, such that we would be able to receive response and a possible feedback during the meetings.
  + Extra Achieved/Completed
    - Improvements on the documentation
    - Improvements on the website
  + Table

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| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Improvements in MOSQUITO |  |
|  | Week by week schedule to distribute work |  |
|  | Improvements in the documentation |  |
|  | Minutes |  |
|  | Prepare questions for the meeting |  |
|  | Phasing |  |
|  | Cross-read documentation |  |
|  | Tutor meeting | 30 |
| Lyubomir | Cross-read documentation | 40 |
|  | Minutes | 20 |
|  | Website version 1(static page) | 60 |
|  | Prepare questions for the meeting | 60 |
|  | Phasing | 30 |
|  | Project Plan: problem description | 40 |
|  | Project Plan: current situation | 40 |
|  | Setup document | 30 |
|  | Tutor meeting | 30 |
| Petya | Project Plan: problem description | 120 |
|  | Project plan: current situation | 60 |
|  | Setup document | 120 |
|  | Tutor meeting | 30 |
| Diyan | Tutor meeting | 30 |
|  | Minutes |  |

# **Week 4**

* + Planned Activities
    - Make improvements, based on the given feedback, by the tutor
    - Meeting with the tutor and the client
    - Work on the designing
  + Performed Activities
    - Meeting with the tutor and the client, by which a valuable feedback has been received.
    - Fixing errors in the current draft of the project plan.
    - Completed various sections in set-up document.
    - Design decisions – two versions of the website
    - Transfer photos, given by the client, on a usb stick, which he would like to be put in the website
  + Completed Activities
    - Project Plan
    - Made a research – what to use the clients for buying/ paying at the event.
    - Sent an email to the client, because the photos were not HD, the quality was not very good, as well as they were copied from somewhere
    - Sent invitation for sharing GitHub
  + Agreements
    - The usage of RFID-s, as a method of payment, no need of cash money, or credit/ debit cards
    - Usage of GitHub
  + Problems and Challenges
    - Project Plan was not missing some concurrency as it was divided up among members.
    - To be more concrete, when we set deadlines
    - Do not show who is working on camping spots, stands, etc.
    - Work with the RFID chips
  + Solutions and Decisions
* The usage of GItHub, such that we would be able to share and update everything, as well as have previous versions of everything that we have done
  + Extra Achieved/Completed
* Detailed research on the most appropriate way of making payments
  + Table

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| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Updating/ fixing the Project plan |  |
|  | Work on the project plan |  |
|  | Work on the setup document |  |
|  | Data-Base design |  |
|  | Minutes |  |
|  | Prepare questions for the meeting with the tutor/ client |  |
|  | Cross-read documentation |  |
|  | Phasing |  |
|  | Design decisions |  |
|  | Make research for the payment method |  |
|  | Discussion on the provided photos by the client |  |
|  | Tutor meeting | 30 |
| Lyubomir | Website version 1(static page) | 60 |
|  | Data-Base Design | 60 |
|  | Minutes | 20 |
|  | Prepare questions for the meeting with the tutor/ client | 60 |
|  | Cross-read documentation | 50 |
|  | Phasing | 20 |
|  | Design decisions | 120 |
|  | Make research for the payment method | 30 |
|  | Discussion on the provided photos by the client | 120 |
|  | Tutor meeting | 30 |
| Petya | Adjusting the Project Plan | 240 |
|  | Updating/ fixing the Setup document | 240 |
|  | Tutor meeting | 30 |
|  | Minutes | 15 |
|  | MOSQUITO | 120 |
|  | Phasing | 30 |
|  | Make research for the payment method | 60 |
|  | Discussion on the provided photos by the client | 10 |
|  | Design decisions | 30 |
| Diyan | Tutor meeting | 30 |
|  |  |  |
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# **Week 5**

* + Planned Activities
    - Database
    - Wireframes
    - Work on setup document
    - Work on project plan
  + Performed Activities
    - Meeting with the client and tutor
    - Made agreements
    - Taken group decisions
  + Completed Activities
* Meetings
* Prepared questions and agenda
* Update of the documentation
  + Agreements
    - There is no need of a Gallery in the website for now
    - No cash money accepted at all, event at the entrance of the event
    - Not to scroll down on the main menu of the website
  + Problems and Challenges
    - Not possible to develop the reminders, sent by emails, to the visitors, due to technical problems;
    - Having different opinions
  + Solutions and Decisions
    - Make a group meeting, such that everyone would share his/ her opinion with some reasonable arguments, which would lead to taking together decisions
  + Extra Achieved/Completed
    - Working on the website
    - Working on the GUI
  + Table

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| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Project Plan |  |
|  | Wireframes for the Website |  |
|  | Database Design |  |
|  | GUI |  |
|  | Cross read documentation |  |
|  | Minutes |  |
| Lyubomir | Database Design | 60 |
|  | Wireframes for the website | 120 |
|  | Website version 1(static page) | 240 |
|  | Cross read documentation | 40 |
|  | Tutor meeting | 30 |
| Petya | Database Design | 15 |
|  | GUI | 120 |
|  | Project Plan | 240 |
|  | Setup document | 240 |
|  | Minutes | 15 |
|  | Tutor meeting | 30 |
|  | Wireframes sketch | 30 |
| Diyan | Tutor meeting | 30 |
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# **Week 6**

* + Planned Activities
    - Database
    - Setup document
    - Project Plan
    - GUI
    - Working on the Website
  + Performed Activities
    - Meeting with the client and tutor
    - Group meeting
    - Make improvements
    - Make progress in the project process
  + Completed Activities
* Meeting with the tutor/ client
* Meeting with the team
* Preparing questions for the upcoming meeting
  + Agreements
* Use PayPal for the app
* If money should be transferred back to visitors, use PayPal again
* Check in/ check out – who entered/ left the event
* Make the application, as simple as possible, for employees
* Send drafts in advance, such that a feedback will be taken
* Announce in advance the rest of the team members, if someone would not be able to fulfil the set deadlines
  + Problems and Challenges
    - Changing the database, reconsider the email, as a primary key
  + Solutions and Decisions
    - Fixing the Database
    - Make use cases, such that it would be more clear how the app is going to be used
  + Extra Achieved/Completed
    - Work on the website
    - Work on the GUI
  + Table

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| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Database Design |  |
|  | Minutes |  |
|  | GUI |  |
|  | Setup document |  |
|  | Project plan |  |
|  | Tutor meeting | 30 |
|  | Mockups |  |
| Lyubomir | Database Design | 60 |
|  | Website version 1(static page) | 120 |
|  | Minutes | 20 |
|  | Setup document | 100 |
| Petya | Tutor meeting | 30 |
|  | GUI | 60 |
|  | Minutes | 30 |
|  | Project plan | 240 |
|  | Setup document | 240 |
|  | Testing by users(card-sorting) | 120 |
|  | Mockups | 120 |
| Diyan | Tutor meeting | 30 |
|  |  |  |
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# **Week 7**

* + Planned Activities
    - Database
    - Setup document completion
    - Project plan completion
    - Finish the GUI
    - First version of the website
  + Performed Activities
    - Meeting with the client and tutor
    - Group meeting
    - Changes in the documentation
    - Checking the database
    - Fixing the website
    - Adjusting the GUI
  + Completed Activities
* All activities that were performed
  + Agreements
* Completing everything before the deadlines
  + Problems and Challenges
  + Solutions and Decisions
  + Extra Achieved/Completed
    - Website
    - GUI
  + Table

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| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Database Design |  |
|  | Wireframes |  |
|  | GUI |  |
|  | Project plan |  |
|  | Setup document |  |
|  | Functional requirements |  |
|  | Cross read documentation |  |
|  | Meeting | 30 |
| Lyubomir | Database Design | 60 |
|  | Website version 1(static page) | 120 |
|  | Completed Wireframes | 60 |
|  | Project plan | 60 |
|  | Setup document | 120 |
|  | Cross read documentation | 40 |
|  | Meeting | 30 |
| Petya | Meeting | 30 |
|  | GUI | 120 |
|  | Setup document | 360 |
|  | Project plan | 360 |
|  | Functional requirements | 240 |
|  | Mockups | 120 |
| Diyan | Meeting | 30 |
|  |  |  |
|  |  |  |

# **Week 11**

* + Planned Activities
    - Group meeting
    - Making plan for action
  + Performed Activities
    - Meeting with the team
  + Completed Activities
* Brainstorming
* Taking decisions
* Gathering ideas
  + Agreements
* List down questions to get more information about the project, as well as client’s desires.
  + Problems and Challenges
  + Solutions and Decisions
  + Extra Achieved/Completed
    - Starting the PHP of the Website
    - GUI
  + Table

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| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Group meeting | 30 |
|  | Research about the website |  |
|  | UML diagrams |  |
|  | GUI |  |
| Lyubomir | Group meeting | 30 |
|  | Website version 2(official website) | 360 |
|  | Research about the website | 120 |
|  | Meeting | 30 |
| Petya | Meeting | 30 |
|  | UML diagrams | 240 |
|  | GUI | 120 |
|  | Research about the application | 120 |
| Diyan | Meeting | 30 |
|  |  |  |

# **Week 12**

* + Planned Activities
    - Check the received feedback
    - Website and database running
  + Performed Activities
    - Meeting with the client and tutor
    - Group meeting
  + Completed Activities
  + Agreements
* Overview – for each person how much amount of money should be returned
* The loan items app should correspond to what is rented and by whom
* Possibility of choosing products/ items that can be added to a person
* The usage of the RFID-s is a main idea
* Show the website
  + Problems and Challenges
* If everything is fine with the code
  + Solutions and Decisions
* More testing
* Review the applications
  + Extra Achieved/Completed
  + Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Changes in the database |  |
|  | GUI |  |
|  | Applications |  |
|  | Testing |  |
|  | Tutor meeting | 30 |
| Lyubomir | Changes in the database | 120 |
|  | Website version 2(official website) | 240 |
|  | Tutor meeting | 30 |
|  | Testing website | 120 |
| Petya | UML | 120 |
|  | GUI | 120 |
|  | Applications | 240 |
|  | Testing | 120 |
|  | Tutor meeting | 30 |
| Diyan | Tutor meeting | 30 |
|  |  |  |
|  |  |  |

# **Week 13**

* + Planned Activities
    - Working on the website and application
  + Performed Activities
    - Meeting with the client and tutor
    - Working on the website and applications
  + Completed Activities
  + Agreements
  + Problems and Challenges
    - Had problems connecting to the database.
  + Solutions and Decisions
    - Change settings in visual studio; Use a class DataHelper, for making the connection to the database.
  + Extra Achieved/Completed
  + Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Working on the database | 60 |
|  | Testing |  |
|  |  |  |
|  | Tutor meeting | 30 |
|  | Connecting with the database |  |
| Lyubomir | Connecting with the database | 120 |
|  | Website version 2(official website) | 300 |
|  | Database | 120 |
|  | Working on applications | 0 |
|  | Testing | 60 |
|  | Tutor meeting | 30 |
| Petya | Working on applications | 240 |
|  | Connecting with the database | 20 |
|  | Database | 40 |
|  | Testing | 40 |
|  | Tutor meeting | 30 |
| Diyan | Tutor meeting | 30 |
|  |  |  |
|  |  |  |

# **Week 14**

* + Planned Activities
    - Improvements in the website and applications
  + Performed Activities
    - Group meeting
  + Completed Activities
    - Checking each other’s work, finding and fixing errors.
  + Agreements
  + Problems and Challenges
    - Bugs in the code
  + Solutions and Decisions
* Fix the errors
  + Extra Achieved/Completed
  + Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | C# Applications |  |
|  | Testing |  |
|  | Tutor meeting | 30 |
| Lyubomir | C# Application | 0 |
|  | Testing | 60 |
|  | Website version 2(official website) | 180 |
|  | Tutor meeting | 30 |
| Petya | C# Application | 400 |
|  | Testing | 60 |
|  | Tutor meeting | 30 |
|  | Process report | 240 |
| Diyan | Tutor meeting | 30 |
|  |  |  |

# **Week 15**

* + Planned Activities
    - Website and applications working/ functioning
    - Database working
    - Review on the website and the apps
    - Updating the tables in the database
    - Testing
  + Performed Activities
    - Working to finishing our tasks
  + Completed Activities
  + Agreements
  + Problems and Challenges
  + Solutions and Decisions
  + Extra Achieved/Completed
  + Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | GUI and Application |  |
|  | Tutor meeting | 30 |
|  | Database changes and updating |  |
| Lyubomir | GUI & Application | 1200 |
|  | Website version 2(official website) | 120 |
|  | Tutor meeting | 30 |
|  | Database changed and updating | 30 |
| Petya | Database changes and updating | 120 |
|  | GUI and application | 360 |
|  | Tutor meeting | 30 |
|  | Process report | 240 |
| Diyan | Tutor meeting | 30 |
|  |  |  |
|  |  |  |

# **Week 16**

* + Planned Activities
    - Show the website and applications running
  + Performed Activities
    - Making reviews on the applications
  + Completed Activities
  + Agreements
  + Problems and Challenges
    - Final changes
  + Solutions and Decisions
* More cooperation amongst the team members
  + Extra Achieved/Completed
  + Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Making a review on the applications |  |
|  | Tutor meeting | 30 |
| Lyubomir | Making a review on the applications | 260 |
| Petya | C# application | 300 |
|  | Making a review on the applications | 120 |
|  | Testing | 120 |
|  | Process report | 240 |
| Diyan | Tutor meeting | 30 |
|  |  |  |

# **Week 17**

* + Planned Activities
    - Finishing the website and applications
    - Finishing the process report
  + Performed Activities
    - Working on finishing final things, related with the project
    - Tutor meeting
    - Group meeting
  + Completed Activities
    - Website successfully connected to database and running
  + Agreements
* Changing the color of the buttons
  + Problems and Challenges
  + Solutions and Decisions
  + Extra Achieved/Completed
  + Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Application | 240 |
|  | Tutor meeting | 30 |
|  | Testing |  |
| Lyubomir | Application | 380 |
|  | Updated progress report | 15 |
|  | Tutor meeting | 30 |
|  | Testing | 120 |
| Petya | C# application | 600 |
|  | Tutor meeting | 30 |
|  | Testing | 120 |
|  | Process report | 360 |
| Diyan | Tutor meeting | 30 |
|  | Minutes | 15 |

# **Week 19**

* + Planned Activities
    - Making a presentation
    - Prepare the website and applications in a good, running condition
  + Performed Activities
    - Make the presentation
    - Split the time for speaking between the group members
    - Prepare to present in a consistent, fluent and confident way
    - Make screenshots of the applications
  + Completed Activities
  + Agreements
* Make a backup of everything, such that if the internet connection is lost to have a plan “B” and to continue presenting;
  + Problems and Challenges
    - Internet connection issues
  + Solutions and Decisions
* Make a backup
  + Extra Achieved/Completed
  + Table

|  |  |  |
| --- | --- | --- |
| **Member** | **Task** | **Minutes** |
| Dimitar | Prepare for the presentation |  |
|  | Make the presentation |  |
|  | Peer Assessment |  |
| Lyubomir | Make the presentation |  |
|  | Prepare for the presentation |  |
|  | Peer Assessment |  |
| Petya | Make the presentation |  |
|  | Peer Assessment |  |
| Diyan | Peer Assessment |  |
|  |  |  |

# Appendix A: Individual reflection

**INDIVIDUAL REFLECTION:**

The project, for which our group was assigned to, became a great experience and contributed to all of us to become more productive in a working- team environment. The main goal that united us was the creation of a website and an application, for a car-exhibition event, together with some documentation. Consequently, we set our common aims and priorities related to the project. Despite of the fact, that there were some unexpected results like some bugs in the code or other unfortunate situations, we have tried to work as optimal as possible even though this was not always done in most efficient way. We have overcame a lot of problems, but in the end, it was a great learning- experience.

We have decided that we would use the following table, for making the individual reflection, such that it is way more structured and clearer method, as well as it visualizes better main points, than writing everything in a whole text.

++ *is a very active member of the group*+ *is an active member of the group* o *is an average member of the group*

* *is a not so active member of the group*
* – *is a lazy member of the group*

If so desired, also give a short advice on how to improve one's behavior.

|  |  |  |
| --- | --- | --- |
| **member** | **mark** | **advice** |
| Dimitar | ++ | Dimitar is a motivated, dedicated and enthusiastic member. He is always willing to help someone, if there is a struggle, misunderstanding, etc. according to some of the tasks. He is doing a good job usually and after cross-reading or reviewing his part, a very small corrections are made, which makes it visible that he was paying attention on the tasks. He is aware of the progress. |
| Lyubomir | ++ | Lyubomir is a good and easy-going member to work with, because he is doing dedicatedly his tasks. Moreover, the cooperation with him is very easy in a team-environment. He is easily reachable, if there is something to be discussed, or a problem to be solved, he gives a soon response. He is open for new ideas, as well as discussions on the on-going process.  Sometimes it happens that there are little misunderstandings, due to the fact that we have different perceptions. |
| Petya |  |  |
| Diyan |  | Diyan does not take that much responsibility. He also does not work that hard on the project. Despite of that, he is presenting on each meeting. |

|  |  |  |
| --- | --- | --- |
| **member** | **mark** | **advice** |
| Dimitar | ++ | Dimitar is a very smart person. Working with him is very easy. He is always ready to help if needed. Also his work is of very high quality. The only advice I have for him is as a team leader to try to stimulate the team as much as possible. |
| Lyubomir |  |  |
| Petya | + | Petya is a very hard-working person. She takes the project very seriously and wants everything to be perfect. The advice I have for her is to listen to people more and be less aggressive in her conversations because this makes the work a little bit harder. |
| Diyan | - | He is a great person with very good communication skills which is in a very big help of the team. But I think that he needs to take future projects more seriously because they are a very important part of our study. |

|  |  |  |
| --- | --- | --- |
| **member** | **mark** | **advice** |
| Dimitar |  |  |
| Lyubomir |  |  |
| Petya |  |  |
| Diyan |  |  |

|  |  |  |
| --- | --- | --- |
| **member** | **mark** | **advice** |
| Dimitar |  |  |
| Lyubomir |  |  |
| Petya |  |  |
| Diyan |  |  |

# Appendix A: Agendas









## Appendix B: Project Plan

