	Summary Week Report

Project	**Real-Time Bridge Monitoring**	Week	42
Responsible	Andrea Bottoli	**Date**	21.10.2013

Executive Summary

Timeliness

General Project Status	**Fulfillment of Next Milestone**
on track	on schedule

Results This Week

Activity Owner(s)	Activity	Work load	Fore cast	Result / Comment
All	Communication Established	4	3	Communication established using Google Hangouts. The group has encountered some problems using Skype, thus will use Google Hangouts.
All	Collaboration Tools Established	1	1	The team agreed on using Google Hangouts, Google Documents and Github for collaboration
All	Project Roles	1	1	The group has assigned some roles: Project Leader, Team Leader. Some other roles has to be decided.
All	Meeting Schedule	1	1	The group has established the schedule of the next meetings.
All	Week Reports	1	1	Each team member wrote his own week report and added it on the repository
Andrea Bottoli	Summary Week Report	1	1	The Project Leader wrote the summary week report
Marko Brcic	Minutes of Meeting	2	2	Minutes of meeting was made for the fist meeting
Andrea Bottoli, Lorenzo Pagliari	Meeting with a supervisor	1	1	Meet with prof. Mirandola for summarize the work done until now
All	Updated DSD web page	1	1	Updated the page of DSD project with week reports, summary week report and minutes of meeting

Activities Planned for Next Period

Activity Owner(s)	Activity	Work load	Result / Comment
Andrea Bottoli, Lorenzo Pagliari	Meeting with customers	3	Gathering more information and requirements about the project
All	Roles Assignation	1	Assign more roles
All	Programming Tools	2	Agree on programming tools
Andrea Bottoli, Lorenzo Pagliari	Project Plan and Vision presentation	4	Prepare the presentation about the project plan and the project vision
All	Requirements Definition	8	Gathering, analysis, priorization of project requirements
All	Requirements Definition Document	20	Write the Requirements Definition Document
All	System Architecture & Design	10	Discussing the architecture and the design of the progect
All	Next Meeting	3	Hold the next meeting
All	Week Report	1	Write the next week report
Andrea Bottoli	Summary Week Report	2	Write the next week report
Andrea Bottoli, Lorenzo Pagliari	Meetings with supervisors	2	Meet the supervisors to report them the work done and to invite them to meet the entire group

Action List

Task	Responsible	Comment
Minutes of Meeting	Marko Brcic	Write the Minutes of Meeting Document
First Presentation	Andrea Bottoli, Lorenzo Pagliari	
Configuration Management	Andrea Bottoli, Lorenzo Pagliari	
Inputs	Andrea Bottoli, Lorenzo Pagliari	
Development Process	Andrea Bottoli, Lorenzo Pagliari	
Background & Objectives	Andrea Bottoli, Lorenzo Pagliari	
Deliverables	Andrea Bottoli, Lorenzo Pagliari	
Introduction	Dzana Kujan, Nikola Radisavljevic	
Organization	Dzana Kujan, Nikola Radisavljevic	
Project Risks	Dzana Kujan, Nikola Radisavljevic	
Communication	Dzana Kujan, Nikola Radisavljevic	
Group Policy	Miraldi Fifo	
Deliverables	Jorn Tillmanns	
Git crash course	Jorn Tillmanns	
Project Plan	Jorn Tillmanns	

Comments / Experiences / Problems

- There were some problems communicating with Skype, so the group decided to use Google Hangouots
- There were a poor definition for the project until now; we'll have to retrieve more details and more requirements

Metrics

Milestones

| Id | Milestone Description | Responsible Dept./Initials | Finished week | | | Metr | Rem |
| | | | Plan | Forecast | | Actual | |
				Week	+/-		
M-001	Project Plan & Vision	All	42	42	0	42	
M-002	Requirements gathering	All	43	43			

Working Hours

Member	W42	Total
Andrea Bottoli	11	
Lorenzo Pagliari	10	
Dzana Kujan	9	
Marko Brcic	11	
Jorn Tillmanns	9	
Nikola Radisavljevic	9	
Miraldi Fifo	9	
Total	68	68