**Process Report**

**Group S**

**Members:**

Angelica Rao – 2701871

Veselin Chumpalov – 2786877

Anzhelo Iliev - 2855569

Jordan Alipiev – 2764776

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# Preface

This document contains records of the team meetings for each week of the project. It describes the planned, performed and completed activities, all made, changed or violated agreements, the problems and challenged the team faced during the project. The solutions to those problems are also listed, as well as anything extra that the team might have achieved during the week. At the end of each week’s report there is a table with activities and hours spent per each group member.

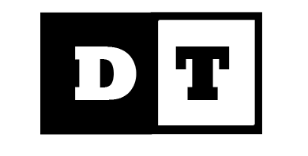
The agendas for each minutes are enclosed in Appendix A. Appendix B contains the project plan, Appendix C – peer reviews. In Appendix D is a report of the interview with the client. Finally, in Appendix E is an overview of how many hours has each group member worked.

# Week 1

**Chairman: Angelica Rao**

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned activities** | **Performed (+ or -)** |
| Choose name for the team | + |
| Make a logo for the team | + |
| Decide on theme for the event | + |
| Assign roles within the team | + |
| Start with the project plan | + |
| Start with the setup document | + |

* 1. Agreements
* The team has agreed on the name “Dream Team”.
* After careful consideration among a couple of options the following logo has been chosen:
* The theme for the event is July Morning – party around the lake.
* The roles in the team have been assigned as follows:

**Project leader:** Angelica Rao

**Secretary:** Yordan Alipiev

**Quality manager:** Veselin Chumpalov

**Chairman:** Anzhelo Iliev

* 1. Problems and challenges
* It was a challenge to figure out what the social event would be. Many ideas were given, such as a Foosball Tournament, concert and music festival. The team struggled to reach a consensus.
  1. Solutions and decisions
* After a meeting with the couch and a thorough consideration of all options it was decided that the topic of the event is going to be July Morning – party around the lake.
  1. Extra achieved / completed
* Nothing extra was achieved during this week. All set goals were met.
  1. Table with activities and hours spend per group member

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Angelica** | **Anzhelo** | **Veselin** | **Yordan** |
| Team name | 1h | 1h | 1h | 1h |
| Logo | - | - | 2h | - |
| Event theme | 3h | 3h | 3h | 3h |
| Assigning roles | 1h | 1h | 1h | 1h |
| Project plan | - | 2h | 2h | - |
| Setup document | 2h | - | - | 2h |

# Week 2

**Chairman: Yordan Alipiev**

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned Activities** | **Performed (+ or -)** |
| Work on setup document | + |
| Work on project plan | + |
| Work on process report | + |
| Setup programming environment | + |

* 1. Agreements
* The team agreed on all the features of the website which are as follows: registrations, reservations of camping spots, purchase of tickets, and countdown until the date of the event.
  1. Problems and challenges
* We did not encounter any challenges this week.  
  1. Solutions and decisions
* We decided to use MySQL, Netbeans, and Visual Studio 2013 as programming environments.  
  1. Extra achieved / completed
* We made a start with the wireframes for the website.  
  1. Table with activities and hours spend per group member

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Angelica** | **Anzhelo** | **Veselin** | **Yordan** |
| Setup document | - | - | - | 1h |
| Project plan | - | 1h | - | - |
| Process report | 1h | - | - | - |
| Wireframe | - | - | 2h | - |
| Programming environment | 3h | 3h | 3h | 3h |

# Week 3

**Chairman: Anzhelo iliev**

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned activities** | **Performed (+ or -)** |
| Overview requirements per application | + |
| MoSCoW list of requirements | + |
| Traceability matrix | + |
| Work on setup document | + |
| Define phases of project | + |
| Create sitemap & wireframe | + |
| Make logo for the event | + |

* 1. Agreements
* The team agreed on the five phases and their activities as follows: Initiation, Analyzation, Website & Database Design, Building applications, Closure.
* It was agreed on the following logo:  
  1. Problems and challenges
* The main challenge the team faced was clearly defining all tasks and activities for the project plan.
* We were not familiar with creating both a MoSCoW and a traceability matrix.  
  1. Solutions and decisions
* We found solutions to our problems by discussing them with our mentor and thoroughly researching the topic of listing requirements on the Internet.  
    
  1. Extra achieved / completed
* The team started with HTML for website.  
  1. Table with activities and hours spend per group member

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Angelica** | **Anzhelo** | **Veselin** | **Yordan** |
| MoSCoW list | - | - | - | 2h |
| Traceability matrix | 2h | - | - | - |
| Setup document | - | 2h | 2h | - |
| Project phases | 2h | 2h | 2h | 2h |
| Sitemap & wireframe | 1h | 1h | 1h | 1h |
| Event logo | - | 1h | 1h | - |
| Start HTML pages | 1h | - | - | 1h |

# Week 4

**Chairman: Veselin Chumpalov**

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned activities** | **Performed (+ or -)** |
| Discuss website functionalities | + |
| Finalize project plan phasing | + |
| HTML pages | + |
| CSS styles | + |

* 1. Agreements
* The team agreed on the functionalities of the website, which are as follows: buying ticket, booking a camping spot, event gallery, event location and general information
  1. Problems and challenges
* We didn’t face any challenges this week.  
  1. Solutions and decisions
* The team decided on a color theme for the website.
* The website will include a Home, About, Buy ticket and Contact page.  
  1. Extra achieved / completed
* Nothing extra was achieved during this week. All set goals were met.  
  1. Table with activities and hours spend per group member

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actvitiy** | **Angelica** | **Anzhelo** | **Veselin** | **Yordan** |
| Phasing | - | 1h | 1h | - |
| HTML pages | 1h | - | - | 1h |
| CSS styles | 3h | 3h | 3h | 3h |

# Week 5

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned Activities** | **Performed (+ or -)** |
| Deploy website | + |
| Discuss JavaScript functionalities | + |
| Edit HTML & CSS | + |

* 1. Agreements
* The team agreed on creating an interactive gallery slideshow with JavaScript.
* It was agreed that Angelica and Yordan will be in charge of deploying the website and Veselin and Anzhelo will make the discussed changes on the HTML & CSS code.
  1. Problems and challenges
* No problems were faced this week.  
  1. Solutions and decisions  
     - The team decided the website will also include a registration functionality.
  2. Extra achieved / completed  
     - Nothing extra was achieved during this week. All set goals were met.
  3. Table with activities and hours spend per group member

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Angelica** | **Anzhelo** | **Veselin** | **Yordan** |
| Deploy website | 1h | - | - | 1h |
| JavaScript | 2h | 2h | 2h | 2h |
| Edit HTML & CSS | - | 2h | 2h | - |

# Week 6

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned Activities** | **Performed (+ or -)** |
| Discuss database entities and relationships | + |
| Create ERD | + |
| Implement database in MySQL | + |

* 1. Agreements
  2. Problems and challenges
  3. Solutions and decisions
  4. Extra achieved / completed
  5. Table with activities and hours spend per group member

# Week 7

* 1. Planned and performed activities
  2. Agreements
  3. Problems and challenges
  4. Solutions and decisions
  5. Extra achieved / completed
  6. Table with activities and hours spend per group member

# Week 8

* 1. Planned and performed activities
  2. Agreements
  3. Problems and challenges
  4. Solutions and decisions
  5. Extra achieved / completed
  6. Table with activities and hours spend per group member