**Process Report**

**Group S**

**Members:**

Angelica Rao – 2701871

Veselin Chumpalov – 2786877

Anzhelo Iliev - 2855569

Jordan Alipiev – 2764776

Table of Contents

[1. Preface 3](#_Toc444723159)

[2. Week 1 3](#_Toc444723160)

[3. Week 2 4](#_Toc444723161)

[4. Week 3 5](#_Toc444723162)

[5. Week 4 5](#_Toc444723163)

# Preface

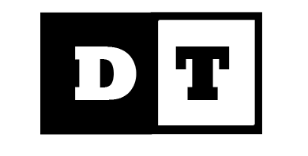
This document contains records of the team meetings for each week of the project. It describes the planned, performed and completed activities, all made, changed or violated agreements, the problems and challenged the team faced during the project. The solutions to those problems are also listed, as 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

* 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

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned Activities** | **Performed (+ or -)** |
| Work on setup document | + |
| Work on project plan | + |
| Work on process report | + |
| Make a database design | + |
| Make a wireframe for the website | + |

* 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
* It was a challenge to make a design for the database in the most efficient way and with just the right amount of entities.  
  1. Solutions and decisions
  2. 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** |
| Setup document | - | - | - | 1h |
| Project plan | - | 1h | - | - |
| Process report | 1h | - | - | - |
| Wireframe | - | - | 2h | - |
| Database design | 3h | 3h | 3h | 3h |

# Week 3

* 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 4