**Process Report**

**Group S**

**Members:**

Angelica Rao – 2701871

Veselin Chumpalov – 2786877

Anzhelo Iliev - 2855569

Jordan Alipiev – 2764776

Table of Contents

[1. Preface 3](#_Toc446334652)

[2. Week 1 3](#_Toc446334653)

[3. Week 2 4](#_Toc446334654)

[4. Week 3 5](#_Toc446334655)

[5. Week 4 6](#_Toc446334656)

[6. Week 5 7](#_Toc446334657)

[7. Week 6 7](#_Toc446334658)

[8. Week 7 7](#_Toc446334659)

[9. Week 8 7](#_Toc446334660)

# 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.

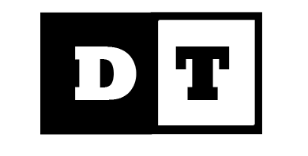
The agendas for each minutes are enclosed in Appendix A. Appendix B contains the project plan, Appendix C – peer reviews. In Appendix D is a report of the interview with the client. Finally, in Appendix E is an overview of how many hours has each group member worked.

# 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

**Chairman: Angelica Rao**

* 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.  
  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** |
| Deploy website | 3h | - | - | 3h |
| JavaScript | 2h | 2h | 2h | 2h |
| Edit HTML & CSS | - | 2h | 2h | - |

# Week 6

**Chairman: Yordan Alipiev**

* 1. Planned and performed activities

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

* 1. Agreements
* The team agreed to meet in week 12 of the project and evaluate the progress which has been made. During that time each team member will work on the project from home.  
  1. Problems and challenges
* The conversion of the data model to an actual database proved to be quite a challenge.  
  1. Solutions and decisions
* The team felt that the best way to implement the database would be to create the model vie MySQL Workbench and the import it to phpMyAdmin.   
  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** |
| Discuss ERD | 1h | 1h | 1h | 1h |
| Create ERD on MySQL Workbench | 2h | - | - | 2h |
| Import in phpMyAdmin | - | 1h | 1h | - |

# Weeks 6 – 12

**Chairman: Veselin Chumpalov**

* 1. Planned and performed activities

|  |  |
| --- | --- |
| **Planned Activities** | **Performed (+ or -)** |
| Website back-end | + |
| GUI designs | + |
| Build applications | - |
| Connect website with database | + |
| Discuss progress with client | + |

* 1. Agreements
* Since the team is falling behind on its work, it was decided that working on the project would be restructured a little in order to get back on track.  
  1. Problems and challenges
* Some functionalities of the website acted differently on the local and the Athena server.
  1. Solutions and decisions
* The team decided to work only with the Athena server and perform all tests there.  
  1. Extra achieved / completed
* Nothing extra was achieved during this week.  
  1. Table with activities and hours spend per group member

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Angelica** | **Anzhelo** | **Veselin** | **Yordan** |
| Form validation | 3h | 3h | - | - |
| PHP | 3h | 7h | - | - |
| JavaScript | - | - | 5h | 1h |
| App for shops GUI | - | - | 2h | - |
| App for renting equipment GUI | - | - | - | 2h |
| Pay-Pal-log-file-converter GUI | 1h | - | - | - |
| App for shops build | 4h | - | 1h | 3h |
| App for renting equipment build | - | - | 2h | 4h |
| Pay-Pal-log-file-converter build | 2h | - | - | - |

# Week 13

**Chairman: Anzhelo Iliev**

* 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