

PROCESS REPORT

LARP EVENT SOFTWARE SOLUTION



Version 1.1

GROUP 34

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# Version History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented By** | **Revision Date** | **Approved By** | **Approval Date** | **Reason** |
| 1.0 | T. Hoàng | 12th Feb | - | - | Layout of document  First meeting information |
| 1.1 | C. Hart | 9th Mar | - | - | Modifications  Update |

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# Week 1.5

## Meeting #0.5

Date: Monday 12th February 2018  
Time: 10:00 AM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Talia, Thanh, Chanelle

#### Agenda

1. Company’s name and logo
2. Project plan v1.0
3. Questions for client

#### Company’s name and logo

Discusion: The name for the company should relate to our names. EL from Chanelle, ON from Dholon, IA from Talia and AH from Thanh, forming ELONIAH

Final decision: ELONIAH (see logo at top)

#### Project plan V1.0

Discussion: The cover and set up

#### Questions for client

Discussion: What the questions will be for the client

## Task Delegation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **Assigned to** | **End Date** | **Completed by** |
| Company’s name | 12 Feb ‘18 | Everyone | 12 Feb ‘18 | Everyone |
| Compan’y logo | 12 Feb ‘18 | C. Hart | 20 Feb ‘18 | T. Hoàng |
| Project plan v1.0 | 12 Feb ‘18 | Everyone | 20 Feb ‘18 | T. Santos |
| Questions for client | 12 Feb ‘18 | Everyone | 20 Feb ‘18 | Everyone |

# Week 2

## Meeting #1.0

Date: Tuesday 20th February 2018  
Time: 3:00 PM  
Location: Fontys R1 2nd floor, Common Area  
Attendees: Project Team, Mentor, Client

# Week 3

# Week 4

# Mark justification

(details)

|  |  |  |
| --- | --- | --- |
| **Name** | **Mark** | **Reason** |
| Dholon Akter | 10 |  |
| Chanelle Hart | 10 |  |
| Talia Santos | 10 |  |
| Thanh Hoàng | 10 |  |

# Individual Reflection

# Dholon Akter

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
|  |  |
| **Opportunities** | **Threats** |
|  |  |

## Learning moments

## Self-evaluation of spent effort

## Improvements for next project

# Chanelle Hart

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| Documenting skills  Organizational skills Presentation skills | Lack proactivity  Lack punctuality |
| **Opportunities** | **Threats** |
| Get ahead in deadlines  Start healthy habits – sleep early | Loads of third-party assignments |

## Learning moments

* Everyone has their own view and style for the project, and our ideas tend to clash. I learned that with patience and cooperation, we can create something better than our individual ideas.
* During the 3rd meeting, I learned that we cannot accept the price our client offers us, and we have to fight for a better offer.
* I learned that an organized meeting retrieves better results than a prolonged one.

## Evaluation of spent effort

* Loads of documentations – I enjoy it.

## Improvements for next project

* (N/A - at a later date)

# Talia Santos

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
|  |  |
| **Opportunities** | **Threats** |
|  |  |

## Learning moments

## Self-evaluation of spent effort

## Improvements for next project

# Thanh Hoàng

## SWOT Analysis

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| Grasp concepts fairly easily  Sufficiently dedicated | Troubles conveying ideas  Impatience  Taking over work too much |
| **Opportunities** | **Threats** |
|  | Working too individually  Miscommunication |

## Learning moments

* I learned that a disorganized meeting is taxing on the team’s performance
* People are good at different things; being patient with myself when I am not good and others when they are not good will be beneficial for all parties involved.

## Self-evaluation of spent effort

The spent effort is sufficient.

## Improvements for next project

# Appendices

## Appendix A: Report of the interview with the client

## Appendix B: Process Report Setup

A sufficient structure of the process report might include the following:

* Title page
* Table of contents
* Global work division
* Week 1:
  + Minutes
  + Who did what
* Week 2:
  + Minutes
  + Who did what
* …
* Week 20:
  + Minutes
  + Who did what
* Mark justification
  + What mark do you feel you deserve
  + Justify by mentioning the strong and weak points of your system and process
* Individuals reflections
  + Strong/Weak traits that affected the project
  + Learning moments from the project
  + Evaluation of spent effort
  + Improvements for next project (what could you do better next time?)
* Appendix A: Report of the interview with the client