

Project Name: HR Tool Interne Positionsvermittlung

Client: Miss Laura Schumm

Developers: Subhashini Jantwal (Group Leader), Mohammed Adnan Sirur, Gopinath Mylapura Anjaneyareddy , Muhammad Hamid and Jayanth Jain Hassan Ajithkumar

Tutor: Peter Tikhonov

Date:19/05/2017

Weekly Progress Report #2

Activities/tasks planned for the week ended

Activities/tasks	Group members responsible & involved
Weekly meeting with Tutor	Gopinath,Hamid,Jayanth
Creating the first draft of requirement document,Revising the first draft	Jayanth
Discussing and finalizing on the revised requirements draft	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
Setting up the Git Lab repository structure	Adnan
Arranging Client meeting	Subhashini
Attending client meeting	Adnan,Gopinath,Subhashini,Hamid ,Jayanth

Tasks/activities that were achieved during the week

Activities/tasks	Group members responsible & involved
Tutor Meeting	Gopinath,Hamid,Jayanth
Communicating MOM of tutor meeting to entire team, modification/changes required in style & format of weekly deliverables like time log,progress report,few sectional changes in requirement draft, conveying & reminding open questions to Group leader via mail that needs response from client before the day of client meeting	Gopinath
Creating the first draft of requirement document,Revising the first draft	Jayanth
Discussing and finalizing on the revised requirements draft	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
Setting up the Git Lab repository structure	Adnan
Arranging room and scheduling Client meeting	Subhashini
Client meeting	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
Creating ,maintaining and sharing the time log and progress report and week deliverable	Subhashini,Gopinath

In-progress/ Pending tasks and issues

- Deciding the technology stack
- Setting up project milestones , creating and logging tasks & issues in Git lab , logging time on Git lab
- Writing all usecases for the project

Plan for the next week

Next Week Tasks	Group members Assigned
Writing all the use cases for the project	Gopinath,Subhashini,Jayanth
Meeting with Mr. Leeman to finalize on the security perspective of the project	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
Setting up the project structure on Git Lab	Adnan
Creating wire-frames and sharing them with the client	Adnan,Hamid
Weekly meeting with tutor for feedback,tracking progress(Tuesday,3-4pm)	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
Revising and finalizing the requirements document , sharing it with the tutor	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
Revising document after feedback from tutor Submitting the requirements document to the client for review and sign off	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
Optional client meeting depending on feedback from the client on the submitted requirements document	Adnan,Gopinath,Subhashini,Hamid ,Jayanth
- Git lab Issues, Time Log & Progress Report - Four A4 pages of contract-style must/may/must not -have requirements	Adnan,Gopinath,Subhashini,Hamid ,Jayanth

Time Log

Team Member Name	Tasks	Time Spent(Hours)	Total Number of Hours
Subhashini Jantwal	Discussing and finalising on the revised requirements draft	2.5	11.5
	Coordination with the client for the meeting , other meeting arrangements	1.5	
	Internal Meeting : Discussing the technology stack , plan of action for the client meeting , current and next weeks tasks status and assignment	2	
	Setting up project milestones , creating and logging tasks & issues , logging time on Gitlab	2	
	2nd Client Meeting for further discussing and finalizing the the requirements	1	
	Creating , maintaining and sharing the time log and progress report	2.5	
Gopinath Mylapura Anjaneyareddy	Weekly meeting with Tutor to discuss the first draft of the requirements and other project deliverables	1	12
	Communicating MOM of tutor meetingto entire team,sharing feedback of modification/changes required in style & format of weekly deliverables like time log,progress report,few sectional changes in requirement draft, conveying & reminding open questions to Group leader via mail that needs response from client before the day of client meeting, discussing changes in scheduling of upcoming weekly tutor meeting	3	
	Discussing and finalising on the revised requirements draft	2.5	
	Internal Meeting : Discussing the technology stack , plan of action for the client meeting , current and next weeks tasks status and assignment	2	
	2nd Client Meeting for further discussing and finalizing the the requirements	1	
	Creating , maintaining and sharing the time log and progress report to Tutor	2.5	
Mohammed Adnan Sirur	Discussing and finalising on the revised requirements draft	2.5	7.5
	Deciding the technology stack	1	
	Setting up the GitLab repository structure	1	
	Internal Meeting : Discussing the technology stack , plan of action for the client meeting , current and next weeks tasks status and assignment	2	
	2nd Client Meeting for further discussing and finalizing the the requirements	1	

Muhammad Hamid	Weekly meeting with Tutor to discuss the first draft of the requirements and other project deliverables	1	6.5
	Discussing and finalising on the revised requirements draft	2.5	
	Internal Meeting : Discussing the technology stack , plan of action for the client meeting , current and next weeks tasks status and assignment	2	
	2nd Client Meeting for further discussing and finalizing the the requirements	1	
Jayanth Jain Hassan Ajithkumar	Weekly meeting with Tutor to discuss the first draft of the requirements and other project deliverables	1	13.5
	creating the first draft of requirement document.(4) Revising the first draft with inputs from the mail(1) and discussion with the tutor(2)	7	
	Discussing and finalising on the revised requirements draft	2.5	
	Internal Meeting : Discussing the technology stack , plan of action for the client meeting , current and next weeks tasks status and assignment	2	
	2nd Client Meeting for further discussing and finalizing the the requirements	1	