HR Tool Interne Positionsvermittlung

**Week 2
May 15 - May 19**

Tasks / Meetings	In progress / Completed	Team members involved	No. of hours	Expected date of Completion / Date of Completion
Current Week Tasks / Meetings				
Weekly meeting with Tutor to discuss the first draft of the requirements and other project deliverables	Completed	Gopinath Mylapura Anjaneyareddy Muhammad Hamid Jayanth Jain Hassan Ajithkumar	1	19/05
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	Completed	Gopinath Mylapura Anjaneyareddy	2	17/05
creating the first draft of requirement document.(4) Revising the first draft with inputs from the mail(1) and discussion with the tutor(2)	Completed	Jayanth Jain Hassan Ajithkumar	7	19/05
Discussing and finalising on the revised requirements draft	Completed	Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	2.5	19/05
Deciding the technology stack	In progress	Mohammed Adnan Sirur	1	19/05
Setting up the GitLab repository structure	Completed	Mohammed Adnan Sirur	1	19/05
Coordination with the client for the meeting , other meeting arrangements	Completed	Subhashini Jantwal	1.5	19/05

Week 2 Report (Time Log & Progress Report)

Task	Status	Members	Hours	Date
Internal Meeting : Discussing the technology stack , plan of action for the client meeting , current and next weeks tasks status and assignment		Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	2	17/05
Setting up project milestones , creating and logging tasks & issues , logging time on Gitlab	In progress, setting it up for the past weeks as well	Subhashini Jantwal	2	21/05
2nd Client Meeting for further discussing and finalizing the the requirements	Completed	Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	1	19/05
Creating , maintaining and sharing the time log and progress report	Completed	Subhashini Jantwal	2.5	19/05
Writing the core use case	In progress, we will only be doing a draft this week and willl reform it next week	Subhashini Jantwal Jayanth Jain Hassan Ajithkumar Gopinath Mylapura Anjaneyareddy	3	22/05
Next Week Tasks				
Writing all the use cases for the project		Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Jayanth Jain Hassan Ajithkumar	4	26/05
Meeting with Mr. Leeman to finalize on the security perspective of the project		Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	2	Depends on when the meeting is setup by the client
Settting up the project structure on GitLab		Mohammed Adnan Sirur		26/05
Creating wireframes and sharing them with the client		Mohammed Adnan Sirur Muhammad Hamid	4	26/05
Weekly meeting with tutor for feedback and tracking progress (Tuesday, 15:00 to 16:00)		Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	1.5	23/05

Week 2 Report (Time Log & Progress Report)

Revising and finalising the requirements document , sharing it with the tutor	Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	4	22/05
Revising document after feedback from tutor Submitting the requirements document to the client for review and sign off	Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	4	After revision from client meeting , preferably 23/05
Optional client meeting depending on feedback from the client on the submitted requirements document	Mohammed Adnan Sirur Gopinath Mylapura Anjaneyareddy Subhashini Jantwal Muhammad Hamid Jayanth Jain Hassan Ajithkumar	1.5	26/05