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| Team 2 |
| Weekly Report |
| Project Name |

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| --- |
| Carla Machado  23-02-2013 |

**Team Members:**

Carla Machado

David João

Filipe Brandão

João Girão

João Martins

Mário Oliveira

Rui Ganhoto

**Week 1**, 18th of February to 25th of February

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| --- | --- | --- | --- |
| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 23-02-2013 | Carla Machado | a21170460@alunos.isec.pt | Author |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table : List of Contribuitors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 23-02-2013 | Creation of first draft | Carla Machado | 0.1 |  | Draft |
|  |  |  |  |  |  |
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Table : Version history

# Week Activities

# Work Executed

# Achievements

(e.g. list of milestones achieved or deliverables closed)

# Impediments

# Plans For Next Week

# Progress

# Earned value and/or Gantt Image

# Effort by task

(Pie chart or other chart with effort by task type)

# Individual effort

(Graph and table with individual real effort)

|  |  |
| --- | --- |
| **Name** | **Effort(hours)** |
| Carla Machado |  |
| David João |  |
| Filipe Brandão |  |
| João Girão |  |
| João Martins |  |
| Mário Oliveira |  |
| Rui Ganhoto |  |

Table 3: Log of individual effort

# Individual log

**Carla Machado - Tasks done**

* Initial discussion
* Creating document templates
  + Basic template
  + Processes template
  + Weekly Report template
* Listing of the needed processes
* Creating draft of the document management process

**David João - Tasks done**

* Initial discussion

**Filipe Brandão - Tasks done**

* Initial discussion

**João Girão - Tasks done**

* Initial discussion

**João Martins - Tasks done**

* Initial discussion

**Mário Oliveira - Tasks done**

* Initial discussion

**Rui Ganhoto - Tasks done**

* Initial discussion
* Dashboard, logs and burndown chart preparation
* ISO12207 processes study
* Listing of the needed processes
* Weekly report