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| PS2Win |
| Weekly Report |
| Keep Your Time |

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| Carla Machado  16-03-2013 |

**Team Members:**

Carla Machado

David João

Filipe Brandão

João Girão

João Martins

Mário Oliveira

Rui Ganhoto

**Week 4**, 11th of March to 18th of March

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| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 16-03-2013 | Carla Machado | a21170460@alunos.isec.pt | Author |
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Table 1: List of Contributors

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| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 16-03-2013 | Creation of first draft | Carla Machado  &  Filipe Brandão | 0.1 |  | Draft |
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Table 2: Version history

# Week Activities

# Work Executed

# Work Analyses

# Achievements

Vision & Statement document baselined.

# Impediments

This week there were some difficulties and impediments such as

* Definition of measures in the Requirements Analysis Process
* Definitions of the various activities of the Project Assessment and Control Process
  + Research on the process wasn’t very helpful

# Plans For Next Week

* Approve Planning Project Process
  + If approved start project planning and definition of Quality plan
* Approve Requirements Analysis Process
* ??? Review Process
* Ready the Project Assessment and Control Process for review
* Start Verification & Validation Process

# 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:**

**David João - Tasks done:**

**Filipe Brandão - Tasks done:**

**João Girão - Tasks done:**

**João Martins - Tasks done:**

**Mário Oliveira - Tasks done:**

**Rui Ganhoto - Tasks done:**