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

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| Carla Machado  29-03-2013 |

**Team Members:**

Carla Machado

David João

Filipe Brandão

João Girão

João Martins

Mário Oliveira

Rui Ganhoto

**Week 5**, 18th of March to 03th of April

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| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 29-03-2013 | Carla Machado | a21170460@alunos.isec.pt | Author |
| 09-03-2013 | Filipe Brandão | a21180276@alunos.isec.pt | Author |
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Table 1: List of Contributors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 29-03-2013 | Creation of first draft | Carla Machado | 0.1 |  | Draft |
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Table 2: Version history

# Week Activities

# Work Executed

* Corrections to the Requirements Analysis Process and approval
* Verification & Validation Process ready for Review
* Review Process ready for Approval
* Initiation of the project planning and the quality plan

# Work Analyses

# Achievements

* Requirements Analysis Process is baselined

# 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 | 5.5 |
| Filipe Brandão |  |
| João Girão | 6.5 |
| João Martins | 7.5 |
| Mário Oliveira | 5 |
| Rui Ganhoto |  |

Table 3: Log of individual effort

# Individual log

**Carla Machado - Tasks done:**

* Requirements Analysis Process – 0.5h
* Documents reviews – 1h
* Discussions – 0.5h
* Research on Quality Plans – 1h
* Writing of the Quality Plan – 1h
* Next meeting agenda – 0.5h
* Writing of the Weekly Report -

**David João - Tasks done:**

* Discussion about the Project Assessment and Control Process – 1h
* Writing of Project Assessment and Control Process – 4.5h

**Filipe Brandão - Tasks done:**

* Writing meeting minute – 0.5h
* Corrections to the Project Planning Process – 0.5h
* Discussions – 0.5h
* Start of the project planning -
* Changes to Logs and corrections to the Dashboard – 0.5h

**João Girão - Tasks done:**

* Requirements Analysis Process – 0.5h
* Study and planning of the Verification and Validation Process – 2h
* Writing of the Verification and Validation Process – 4h

**João Martins - Tasks done:**

* Changes to the Project Planning Process – 1h
* Study of Verification and Validation Processes – 4h
* Writing of the Verification and Validation Process – 2h
* General Discussions – 0.5h

**Mário Oliveira - Tasks done:**

* Discussion about the Project Assessment and Control Process – 0.5h
* Writing of Project Assessment and Control Process – 2h
* Corrections to the Review Process – 1.5h
* Approval to the Requirements Analysis Process – 0.5h
* Revision of the Verification & Validation Process – 0.5h

**Rui Ganhoto - Tasks done:**

* Approval o meeting minute – 0.5h
* Checking and analyzing scheduled times in the agenda – 0.5h
* Revision of the Requirements Analysis Process – 1h
* Discussion about the Project Assessment and Control Process – 0.5h
* Helping in the writing of the Project Assessment and Control Process – 0.5h
* Reordering and corrections of the document of the Project Assessment and Control Process – 1.5h