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

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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 X**, Dayth of Month to Dayth of Month

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Table 1: List of Contribuitors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 23-02-2013 | Creation of first draft | Carla Machado | 0.1 |  | Draft |
| 08-03-2013 | Revision. Adding document proprieties | Carla Machado | 0.2 |  | Draft |
| 08-03-2013 | Ready for revision | Carla Machado | 0.2 |  | Ready for Revision |
| 08-03-2013 | Document reviewed | Mário Oliveira | 0.2 |  | Ready for Revision |
| 08-03-2013 | Document is ready for approval | Carla Machado | 0.2 |  | Ready for Approval |
| 09-03-2013 | Approval |  | 0.2 | Rui Ganhoto | Ready for Approval |
| 09-03-2013 | Approval |  | 0.2 | Filipe Brandão | Ready for Approval |
| 09-03-2013 | Document is baselined | Carla Machado | 1.0 |  | Baselined |
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Table 2: 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:**

**David João - Tasks done:**

**Filipe Brandão - Tasks done:**

**João Girão - Tasks done:**

**Mário Oliveira - Tasks done:**

**Rui Ganhoto - Tasks done:**