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| Team 2 |
| Weekly Report |
| Task Time Management System |

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| Carla Machado  02-03-2013 |

**Team Members:**

Carla Machado

David João

Filipe Brandão

João Girão

João Martins

Mário Oliveira

Rui Ganhoto

**Week 2**, 25th of Month to 4th of Month

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| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 02-03-2013 | Carla Machado | a21170460@alunos.isec.pt | Author |
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Table 1: List of Contributors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 02-03-2013 | Creation of first draft | Carla Machado | 0.1 |  | Draft |
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Table 2: Version history

# Week Activities

# Work Executed

# Achievements

# 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

|  |  |
| --- | --- |
| **Name** | **Effort(hours)** |
| Carla Machado | 7.5 |
| David João |  |
| Filipe Brandão |  |
| João Girão | 5.5 |
| João Martins | 6 |
| Mário Oliveira | 7 |
| Rui Ganhoto | 5.5 |

Table 3: Log of individual effort

# Individual log

**Carla Machado - Tasks done:**

* Initial Discussion
* Document Management Process
* Process analysis
* Processes discussion and prioritization
* Estimate Process definition
* Process list and planning document
* Vision and Scope document
* Weekly report

**David João - Tasks done:**

**Filipe Brandão - Tasks done:**

**João Girão - Tasks done:**

* Study and planning the Assessment and Control Process and Requirement Analysis Process for estimate
* Research programs and information on task times and elaboration the first draft Vision and Scope (v0.1)
* Discussion about processes and their order
* Discussion and Conclusion the first draft of document Vision and Scope

**João Martins – Tasks done:**

* Study of Review Processes and study of Project Planning Processes
* Reviewing process planning
* Discussion of the project processes

**Mário Oliveira - Tasks done:**

* Initial discussion.
* Document Management Process
* Document Measures Creation and Update effort functions of all spreadsheets
* Discussion about processes and their order
* Review Processes and Verification & Validation Process study

**Rui Ganhoto - Tasks done:**

* Work planning and Discussion
* Process study and analysis
* Processes Listing Discussion
* Agenda
* Vision and Scope document