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

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| Carla Machado  09-03-2013 |

**Team Members:**

Carla Machado

David João

Filipe Brandão

João Girão

João Martins

Mário Oliveira

Rui Ganhoto

**Week 3**, 4th of March to 11th of March

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| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 09-03-2013 | 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 Contribuitors

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| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 09-03-2013 | Creation of first draft | Carla Machado | 0.1 |  | Draft |
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Table 2: Version history

# Week Activities

# Work Executed

* Improving Vision & Scope Document;
* Adding more information to the Dashboard;
* Review and approval of Document Management Process version 1.0;
* Update of Document Management Process to include a life cycle diagram;
* Beginning of processes definition (Project Planning, Requirements Analysis, Project Assessment and Control), update of estimates;
* Planning of next Progress Meeting.

# Achievements

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

# Impediments

# Plans For Next Week

* Get Requirements Analysis Process ready for review.

# 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 | 6.5 |
| David João | 5.5 |
| Filipe Brandão | 5 |
| João Girão | 6 |
| João Martins | 6.5 |
| Mário Oliveira | 6 |
| Rui Ganhoto | 6 |

Table 3: Log of individual effort

# Individual log

**Carla Machado - Tasks done:**

* Document Management Process;
* Planning processes;
* Requirements analysis process;
* Application of Document Management Process;
* Discussion about estimates, task Types and task assignments;
* Weekly Report.

**David João - Tasks done:**

* Teamwork discussion
* Template Processes Review and Approval
* First draft of Project Assessment and Control Process
* Document Management Process Reading and Approval

**Filipe Brandão - Tasks done:**

* Reviewing documents management process and Vision and Scope. Approving Templates.
* Some progress on dashboard
* Defining the Project Planning process
* Discussion of estimates and task types
* Next meeting agenda

**João Girão - Tasks done:**

* Writing minute 04-03-2013
* Complete Vision and Scope
* Define Requirements Analysis Process
* Preparate Tracking\_EV\_Analysis for Google Docs

**João Martins - Tasks done:**

* Defining the Project Planning process
* Detailed study of the Project Planning process
* Detailed study of the CMMI and SDP

**Mário Oliveira - Tasks done:**

* Document Management Process
* Add document measures in dashboard and update repository
* Revision Project Planning process
* Reviewing Template, template weekly report, weekly report of week 1 and 2
* Edit Vision & Scope

**Rui Ganhoto - Tasks done:**

* Document Management Process Reading and Aproval
* Teamwork discussion
* Templates Review and Aproval
* First draft of Project Assessment and Control Process
* Documents Reading and Aproval