**SE\_17\_PM\_03 – Weekly report – Week 5 – 29/10/15 to 4/11/15**

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# 1 Introduction

## 1.1 Purpose of this document

The purpose of this document is to report the progress of the project.

## 1.2 Scope

This document will cover the progress of the team, through the means of presenting their weekly outputs in hours. The document will cover how many hours the team has spent on individual tasks, the project and the totals for the project overall. This document should be read by the Project Leader & Deputy along with the project manager and QA team. This document will be produced each week to provide a weekly progress analysis in accordance with SE.QA.02[1].

## 1.3 Objectives

The objectives of the document are as follows:

* List all tasks that have been worked on over the previous week.
* List all the hours spent on the project with details on how they were broken down.

# 2 Totals Overall

Amount of hours budgeted:

*640 Hours (divided over 8 people – 80 hours) (40 hours per semester)*

Amount of hours expended:

*83.5 Hours*

Amount of hours until project is completed:

*556.5 Hours*

# 3 Totals Breakdown

## 3.1 Group Members

Alexander Webb (AJW21)  
Frederick Kranich (FRK2)  
George Vinters (GHV)  
Grigor Mironov (GMM11)  
Jack Thomson (JAT36)  
Jose Iznardo (JOV2)  
Peter George (PEG4)  
Stuart Tee (STT24)

## 3.2 Task Breakdown

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UserID** | **Task** | **Hours expended** | **Hours until finish** | **Hours budgeted** |
| Ghv | Writing up minutes | 1 Hr | 0 - Completed | 1 Hr |
| Ghv | Creating web and database subsystem tests | 1 Hr | 0 - Completed | 2 Hrs |
| Ajw21 | Writing weekly report | 1Hr | 0-completed | 1Hr |
| Ajw21 | List of all website (only) tests | 1Hr |  | 2Hr |
| Jat36 | Researching PHP | 1 | Done | 1 |
| Jat36 | Making full system tests | 3 | 0 | 3 |
| Peg4 | Database test specification | 2 | 2 | 4 |
| Frk2 | Blog and meetings | 1 | 0 | 1 |
| Jov2 | List of Subsystem tests for Java and Database | 2 hours | 0 - finished | 2 |
| Gmm11 | N/A |  |  |  |
| Stt24 | N/A |  |  |  |

## 3.3 Totals for each member

|  |  |  |
| --- | --- | --- |
| UserID | Total amount of hours spent on the project so far | Total amount of hours remaining |
| AJW21 | 9 | 71 |
| FRK2 | 9 | 71 |
| GHV | 13 | 67 |
| GMM11 | 7.5 | 72.5 |
| JAT36 | 10 | 70 |
| JOV2 | 19 | 61 |
| PEG4 | 4 | 76 |
| STT24 | 9 | 71 |

Tasks to be completed will be assigned so that the team has equal amount of expended number of hours.

# 4 References

[1] SE.QA.02 – Software Engineering Group Projects – Project Management Standards

# 5 Document History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | CCF No. | Date | Changes made to document | Changed by |
| 1.0 | N/A | 28/10/2015 | Document created by Alexander Webb (ajw21) | AJW21 |