

Group 16

# Summary Progress Report

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Config Ref: SE\_16\_PM\_06

Date: 12/11/15

Version: 1.3

Status: Release

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## Contents

1.0 Introduction .....	3
1.1 Purpose of this document.....	3
1.2 Scope.....	3
1.3 Objectives.....	3
2.0 Project Summary Report.....	4
Change History.....	5

## 1.0 Introduction

### 1.1 Purpose of this document

This is the weekly summary progress report for group 16. This document describes the tasks that are currently being undertaken by members of the group and our progress towards completing them. This week we focused on the completion of the first deliverable.

### 1.2 Scope

This document summarises the progress of the group as a whole. It does not describe in detail the work and participation of individual group members.

### 1.3 Objectives

The main objective of this document is to summarise the progress of the group so that it can be reviewed and then used to evaluate whether or not we are on schedule. It will also help identify where improvements can be made and whether or not members need to be added or removed from certain tasks.

## 2.0 Project Summary Report

In this last week the group has been working towards putting the finishes touches to the deliverable – Test speciation for the final system. We conducted a review meeting at the start of the week to discuss the progress of the deliverable and was left to be done. Most of the work had been done we just needed to fill in the odd reference number and description. Once this was completed after the meeting the content on our google document was taken down and placed in our document template before being submitted in good time before the deadline. We are now working towards out next deliverable which is due in on the 27/11/15.

Group Member	Time Spent This Week (hours)	Time Spent in Total
Robert Mouncer	5	18
Rhodri Pearce	3	16
Max Limbu	5	15
Greg Sharpe	3	19
Richard Price-Jones	4	15
Emil Ramsdal	3	15
Archie Strange	2	19
Daniel Thompson	3	15

	Hours Budgeted	Hours Spent (This Week)	Hours needed to complete
SE_16_TS_01	20	8	0
SE_16_WC_01	30	7	10
SE_16_WC_02	30	6	10

	Hours Budgeted	Hours Spent	Hours needed to complete
Project	640	132	508

## Change History

Version	CCF No.	Date	Changes Made To Document	Changed By
1.1	N/A	2015-11-15	Format changed to suit design specification. Changed release version to review.	Robert Mouncer – rdm10
1.2	N/A	2015-11 -16	Errors with timesheets corrected	Rhodri Pearce – rhp14
1.3	N/A	2015-11-18	Document status changed from review to release	Rhodri Pearce – rhp14