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| Group 16 |
| Summary Progress Report |
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Config Ref: SE\_16\_PM\_03

Date: 22/10/2015

Version: 1.3

Status: Release

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# Introduction

## 1.1 Purpose of this document

This is the first 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.

## 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

Since the last group project tutorial on 16/10/2015 the group has worked on the first deliverable which is due in a week Friday (30/10/2015). The vast majority of time has been spent working on task SE\_16\_DS\_01 and SE\_16\_DS\_02, which are the tasks responsible for the Interaction and high level design for the system for the user application and website. The tasks have gone well and are almost completed. We have arranged a review meeting for this weekend but the time is yet to be confirmed. As well as the “Interaction and high level design for the system” work I have also created a project plan that we will use to keep on track as the project progresses.

We have also began to look into the next deliverable which is due in on 13/10/15. In the next tutorial and over the next week we’ll be reviewing our first deliverable and making any changes if necessary before submitting it next week.

Time Spent by each group member

|  |  |
| --- | --- |
| Group Member | Time Spent (hours) |
| Robert Mouncer | 6 |
| Rhodri Pearce | 6 |
| Max Limbu | 2 |
| Greg Sharpe | 2 |
| Richard Jones | 7 |
| Emil Ramsdal | 5 |
| Archie Strange | 9 |
| Daniel Thompson | 2 |

Time spent on tasks this week

|  |  |  |  |
| --- | --- | --- | --- |
|  | Hours Budgeted | Hours Spent | Hours needed to complete |
| SE\_16\_DS\_01 | 20 | 12 | 2 |
| SE\_16\_DS\_02 | 20 | 9 | 2 |
| SE\_16\_TS\_01 | 20 | 4 | 15 |
| SE\_16\_PM\_01 | 5 | 6 | 0 |

Time allocated for the project

|  |  |  |  |
| --- | --- | --- | --- |
|  | Hours Budgeted | Hours Spent | Hours needed to complete |
| Project | 640 | 39 | 601 |

# References

[1] Project Task List, R. M. Pearce, SE\_16\_PM\_02, 1.0 Release

# Change History

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| --- | --- | --- | --- | --- |
| Version | CCF  No. | Date | Changes Made To Document | Changed By |
| 1.1 | N/A | 23/10/15 | Status of document changed from draft to review | Rhodri Pearce – rhp14 |
| 1.2 | N/A | 24/10/15 | Errors corrected with timesheets | Rhodri Pearce – rhp14 |
| 1.3 | N/A | 25/10/15 | Status of document changed from review to release | Rhodri Pearce – rhp14 |