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**Software Project Management 2019/2020**

**«Project Name»**

**Dx.x.x - Milestone Mx.x Report   
(Relatório de Milestone Mx.x)**

**Authors (Autores)**

* «author name» («email»)

**Result (Resultado)**

* Not approved / Approved by «client», «date»
* (list all not approved/approved steps)

**Major Versions (versões principais)**

* v1, «date/time», «description of the version»

**Published versions (Versões Publicadas)**

* v1, «date/time», «description of the review session», «link to the published version»

### 1. Goal of Stage x.x (Objetivos da Fase x.x)

Describe in one paragraph the goal of this stage..

### 2. Tasks done (Tarefas realizadas)

(from team log)

|  |  |  |
| --- | --- | --- |
| **Date** | **Tasks** | **Effort** |
|  |  |  |
|  |  |  |
|  | **Total (budget: 40)** |  |

### 2. Achieved (Resultados conseguidos)

* Dashboard ready, «date», «address»
* D1.1 Vision&Scope published, «date», «address»
* Team Log up-to-date «address»
* ...

### 3. Planned but not achieved (Planeado mas não conseguido)

* Something - the team decided to postpone to Stage x.x because …

### 4. Analysis

#### 4.1 What went well

* We arranged a meeting place and date/time…
* ...

#### 4.2 What went wrong

* We met online but the network was always down
* ...

#### 4.3 What we could do differently to improve

* Finding a quiet place to meet every week
* ...