



ASN2CSV Week Report Policy

Version 0.2

ASN2CSV	Version: 0.2
Week Report Policy	Date: 2008-11-21

Revision History

Date	Version	Description	Author
2008-11-18	0.1	Initial Draft	ŽKn
2008-11-21	0.2	Review	ŽKn

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1. Introduction

1.1 Purpose of this document

The purpose of this document is introduce you with week reports.

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction*, describes contents of this guide, used documentation during developing process etc.
- Section 2, *Rules*, defines rules

1.3 Intended Audience

The intended audience is:

- Team members

1.4 Scope

Week reports are mandatory. This document will describe you the procedure you'll have to go through each week.

1.5 Definitions and acronyms

1.5.1 Definitions

Keyword	Definitions
Team members	People involved in writing source code.

1.5.2 Acronyms and abbreviations

Acronym or abbreviation	Definitions

1.6 References

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2. Rules

2.1 Write week reports every week

It is mandatory to write week reports.

2.2 Keep it short

In your week reports list all the required elements in a way they are easily readable. Reader should have no problems understanding what did you do in a week for which you're writing a report.

2.3 Use http://www.fer.hr/download/repository/Summary_Week_Report.doc

You need to file your reports using this template. In your report describe only what YOU have done.

2.4 Send your report until Sunday 23:59 each week

You need to send your report to the project leader on time. Once all reports are received, project leader will forward everything to the member in charge for week reports who will review all reports. Then member in charge for week reports will assemble a single document which he will return the the project leader for an approval.