



Visual Portfolio Analysis tool for Kommuninvest Summary Week Report

Version 1.0

Visual Portfolio Analysis tool for Kommunivest	Version: 1.0
Summary Week Report	Date: 2017-10-16

Revision History

Date	Version	Description	Author
2017-10-16	1.0	Summary Week Report	Eldar Alasgarov

1. Introduction

1.1 Purpose of this document

Define the weekly progress of the team. Efforts and time spent by the team members

1.2 Document organization

The document is organized as follows:

- Section 2 – Total Team Effort – Work Hours, Activities and tasks done by the team members
- Section 3 – Aggregated Team Data – sum of all the Work Hours, Activities and Tasks performed by the team members
- Section 4 – Main team accomplishments and problems they faced during this week

1.3 Intended Audience

The Intended Audience for the report is the supervisors of the course and the lecturers responsible. Also, can be viewed by the other groups and the customer if necessary so far.

1.4 Scope

This document addresses working hours and efforts spent by the team members during this week, (2017-10-10 – 2017-10-17)

2. Total Team Effort

Team Members	Work Hours	Activities / Tasks done
Valentina Menabue	2	Prepare a section of the presentation
Stefano Cilloni	2	Prepare a section of the presentation, prepare to present the slide
Luca Franceschetti	2	Prepare a section of the presentation, and communicate with supervisors
Eldar Alasgarov	2	Minutes of Meeting and Summary Weekly

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		Report
Rodrigo Coelho	2	Prepare a section of the presentation
Hamza Sabljakovic	2	Prepare a section of the presentation
Aliya Hussain	2	Prepare a section of the presentation
Tim Liberg	2	Prepare a section of the presentation, prepare to present the slide

3. Aggregated Data

Team Members	Work Hours	Activities / Tasks done
Valentina Menabue	2	Prepare a section of the presentation
Stefano Cilloni	2	Prepare a section of the presentation, prepare to present the slide
Luca Franceschetti	2	Prepare a section of the presentation, and communicate with supervisors
Eldar Alasgarov	2	Minutes of Meeting and Summary Weekly Report
Rodrigo Coelho	2	Prepare a section of the presentation
Hamza Sabljakovic	2	Prepare a section of the presentation
Aliya Hussain	2	Prepare a section of the presentation
Tim Liberg	2	Prepare a section of the presentation, prepare to present the slide

4. Major Team Accomplishments and Obstacles

- Team members and supervisors decided on the weekly meetings time – Fridays – 15:30
- Problems with the fact that the customer is not available yet for the project discussion
- Project is initially discussed even without the project customer
 - Hence, initial presentation was created
- Scrum roles has been assigned
 - Scrum Master will be the rotating role among the Team Members