
 <b>MÄLARDALENS HÖGSKOLA</b>		<h1>Summary Week Report</h1>
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<b>Project</b>	<b>Social media in the Automation Industry</b>	<b>Week</b>	42
<b>Responsible</b>	Robert Gustavsson	<b>Date</b>	2013-1020

## Executive Summary

Timeliness

General Project Status	Fulfillment of Next Milestone
on track	on track

## Results This Week

Activity Owner(s)	Activity	Workload	Fore cast	Result / Comment
ALL - AM, TV, PR	First team meeting	8	8	First contact for the whole group
RG,AM,DP,DK	First mdh meeting	6	6	Role assignments and thought of the project
MM, MM, TV	First fer meeting	6	6	Role assignments and project thoughts
DK, DP	Set up Plan and Req. document	2	2	Created a template for the plan document
DK, DP	Weekly Meeting Policy	2	2	Created some previous experience and ideas on weekly reports.
AM	Set Up GitHub	1	1	Created a github

## Activities Planned for Next Period

Activity	Activity	Work	Result / Comment
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Owner(s)		load	
ALL	Team meeting no 2 Monday 21/10 , 09:00	8	Finalize roles, customer questions, upcoming activities
ALL - TV, MMi	Meeting with customer Monday 21/10 , 16:30	9	Get a clear understanding of the project vision
ALL	Team meeting no 3 Monday 21/10 , 21:00	8	Decide Req. and Plan groups and presentation, describe customer meeting for the rest of the team
RG, MM, MMi, DP	First version of plan document	36	First version of plan and vision document ready, MM and MMi will work 2h less each.
ALL	Attend presentations	32	Attend and give presentations
MM, MMi	Create presentation	4	Create and rehearse the slides
DK, TV, AM, PR	Start on req. document	32	Start on the req. list

## Action List

Task	Responsible	Comment
Set up a meeting with the customer for requirement	RG	A meeting for agree on requirements.

## Comments / Experiences / Problems

### Problems:

- Pierfrancesco joined the group this Saturday.
- The team have difficulties finding a common time for a meeting, the meetings will now be on Mondays at 21:00, and during that meeting a new time will be decided.
- Two of the members in Croatia is working every weekday between 08:00 - 16:00.

### Comments:

- The weeks will be counted Sunday to Sunday.
- The upcoming activities are just thoughts, since a real plan for this project has not been made.

## Metrics

### Milestones

Id	Milestone Description	Responsible Dept./Initials			Finished week		Metr	Rem
			Plan	Forecast		Actual		
				Week	+/-			
M01	Project Plan	RG	43	43				
M02	Project Plan Presentation.	MMi	43	43				
M03	Plan, Req. Presentation	DP	44	44				
M04	Project Req. Document	DK	45	45				
M05	Project Design Document	MM	45	45				

### Working Hours

Member	W42	W43	W44	Total
Robert Gustavsson	6			6
Dimitrios Kostopoulos	6			6
Ditmar Parmeza	6			6
Akhlaq Malic	4			4
Pierfrancesco Ranieri	0			0
Mario Milas	5.5			5.5
Marta Milaković	6			6
Tomislav Vresk	5			5
<b>Total</b>	38.5			38.5