



Summary Week Report

Project Social media in the Process Automation **Week** 43
Industry
Responsible Robert Gustavsson **Date** 28.10.2013

Executive Summary

Timeliness

| General Project Status | Fulfillment of Next Milestone |
|------------------------|-------------------------------|
| on track | on track |

Results This Week

| Activity Owner(s) | Activity | Work load | Fore cast | Result / Comment |
|-------------------|---|-----------|-----------|---|
| ALL | Team meeting no 2 Monday 21/10 , 09:00 | 8 | 8 | Decided on customer questions |
| ALL - TV, MMi | Meeting with customer Monday 21/10 , 16:30 | 9 | 9 | Discussed the vision and initial requirments |
| ALL | Team meeting no 3 Monday 21/10 , 21:00 | 8 | 8 | Discussed customer meertng and created a plan for the upcoming week. |
| RG, MM, MMi, DP | First version of plan document | 47 | 36 | First version of the plan document was handed in on time. |
| ALL | Attend presentations | 12 | 32 | Marta and Mario did a good job with the presentation and everybody was satisfied |
| MM, MMi | Create presentation | 12 | 4 | Marta and Mario created the presentation and handed it in on time |
| DK, DP | Review Presentation | 3,5 | 0 | DP and DK reviewed the presentation. |
| DK, TV, AM, PR | Start on req. document | 46,5 | 32 | Requirements are ready for a customer meeting |
| ALL - RG | Team meeting Friday 25/10 | 7 | 0 | Spontaneous meeting to discuss feedback given on the presentation |
| TV | Start on GUI | 11 | 0 | Create first version of the GUI to show the customer next week |
| ALL - TV, Mi | Team meeting Monday 28/10 21:00 | 9 | 9 | Discussed upcoming week and also decided presentation people and techonolgy to use. |
| ALL | Weekly report | 8 | 8 | Create individual weekly report |

| | | | | |
|----|----------------|-----|-----|--------------------|
| RG | Summerize Week | 1,5 | 1,5 | Create this report |
|----|----------------|-----|-----|--------------------|

Activities Planned for Next Period

| Activity Owner(s) | Activity | Work load | Result / Comment |
|-------------------|--|-----------|--|
| ALL - TV, MMi | Meeting with the customer Tuesday 16.30 29/10 | 9 | Discuss reqs. and GUI design |
| RG,DP,MM, MMi | Design Document | 34 | Start on the design document and get the high-level design ready |
| DK,TV,AM,PR | Requirement Document | 33 | Finilize the requirement document |
| MMi, MM | Review presentation | 2 | |
| DK,DP,RG | Design & Req. Presentation | 18 | Create and reheasre the presentation |
| ALL | Lecture and Presentation | 16 | Listen and Present |
| AM, TV | GUI Design Web app | 12 | |
| AM, TV | GUI Design Device App | 12 | |
| ALL | Team meeting Monday 21:00 4/11 | 24 | Plan next week |

Action List

| Task | Responsible | Comment |
|------------------------------------|-------------|-----------------------------------|
| Set up a new meeting with customer | RG | A new req. and GUI design meeting |
| | | |

Comments / Experiences / Problems

Comments:

- Week has changed from Sunday-to-Sunday to Monday-to-Monday because it would make it easier for the PM to handle the timings. Because, the meeting with the team is on Mondays.
- Therefore, the hours this week will be a bit more than planned.
- I think the team have worked on well and the team spirit is starting to get better

Experiences:

- More synchronized with the working hours, the schedule is no longer an issue

Problems:

- Lack of initiation on the requirement team
- Handing in weekly reports late

Metrics

Milestones

| Id | Milestone Description | Responsible Dept./Initials | | | Finished week | | Metr | Rem |
|-----------|------------------------------|-----------------------------------|-------------|-----------------|----------------------|---------------|-------------|------------|
| | | | Plan | Forecast | | Actual | | |
| | | | | Week | +/- | | | |
| ME01 | Project vision | RG | 43 | 43 | 0 | 43 | | |
| ME02 | Project Plan Document | RG | 43 | 43 | 0 | 43 | | |
| ME03 | Project Req. Document | DK | 45 | 45 | | | | |
| ME04 | Project Design Document | MM | 45 | 45 | | | | |
| | | | | | | | | |

Working Hours

| Member | W42 | W43 | W44 | Total |
|-----------------------|------------|------------|------------|--------------|
| Robert Gustavsson | 6 | 22.5 | | 28.5 |
| Dimitrios Kostopoulos | 6 | 21 | | 27 |
| Ditmar Parmeza | 6 | 29 | | 35 |
| Akhlaq Malic | 4 | 20 | | 24 |
| Pierfrancesco Ranieri | 0 | 20 | | 20 |
| Mario Milas | 5.5 | 21.5 | | 27 |
| Marta Milaković | 6 | 17 | | 23 |
| Tomislav Vresk | 5 | 21 | | 26 |
| Total | 38.5 | 172 | | 210.5 |