



## Summary Week Report

<b>Project</b>	<b>MeetMe</b>	<b>Week</b>	1
<b>Responsible</b>	Danijel Sokač	<b>Date</b>	31.10.2015.

### Executive Summary

#### Timeliness

General Project Status	Fulfillment of Next Milestone
On track	On track

### Results this week

Activity Owner(s)	Activity	Work load	Forecast	Result / Comment
All	First meeting	14	14	First contact for the whole group (see MoM)
MJ	MoM	0.5	0.5	
CC, AC, MMK	Project Plan Presentation	6	6	
All	Project Vision meeting	3.5	3.5	Project Vision discussion (see MoM)
MJ	MoM	0.5	0.5	
All	Research & set-up of communication & collaboration tools	3.5	3.5	Skype, Facebook group, Slack, Github, Asana, Google drive
CC	Initial contact with customer	0.5	0.5	
CC, DS, MJ, MMK, FG	Meeting with supervisors	5	5	
MJ, DS, JN, FG	Project Vision and Plan Document	5	5	
AC, CC, JN, DS	Initial use-case diagram	8	8	
All	Use-case discussion & work assignments	7	7	See MoM
CC	MoM	0.5	0.5	
All	SCORE competition registration	1	1	

## Activities planned for next period

Activity Owner(s)	Activity	Work load	Result / Comment
MMK	Writing initial requirement document	10	
MJ, AC	Finishing Project Vision and Plan document	4	Activity plan, Project risks & Requirements are missing
DS	Summary Week Report	4	Weeks 1 & 2
All	Meeting with supervisor	7	
All	Weekly meeting	7	
JN, FG	Web app host analysis	2	

## Comments / Experience / Problems

### Comments:

- Week counting is from Thursday to Thursday because the meeting with the team is on Thursdays.
- I think the team reacted well at the start of project

### Experience:

- Skype calls seems to starting going better then on start

### Problems:

- Hard to find time when all members of team are free for meeting

## Metrics

### Milestones

ID	Milestone Description	Responsible Dept./Initials	Finished week			Metr	Rem	
			Plan	Forecast				Actual
				Week	+/-			
M-001	Project Vision presentation	CC, AC, MMK		1	0	1		
M-002	Project Vision and Plan document	All		2	0			
M-003	Requirements documentation	All		3	0			

## Working hours

<b>Member</b>	<b>W1</b>	<b>Total</b>
Danijel Sokač	8	8
Franceso Giarola	7	7
Joao Nadais	7	7
Armino Carvalho	8	8
Milica Jovanovic	7	7
Mohamed Mehdi Kaabi	7	7
Carolina Casali	10	10
<b>Total</b>	<b>54</b>	<b>54</b>