



Summary Week Report

Project	Call calendar	week	43th
Responsible	Biljana Stanić	Date	27.10.2014

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	First team meeting	1	1	First meeting of the whole group
ALL	Ways of communication Development process Presentation	1	1	Trello will be used as the collaboration tool SCRUM will be used as the development process Members will start to work on the presentation
BS,AR,HP,DM, MVe	Skype meeting with Federico	0:30	0:30	The team should meet Irfan, the customer, and clear up all concerns regarding to requirements and implementation.
BS,DM	Meeting with Irfan on MDH	0:30	0:30	Members should follow Irfan's guidelines and hints during the project implementation
ALL	The team has met and made a detailed plan of the presentation	1	1	The tasks have been split within team members
AR,DM,MV, MVe	It was discussed about the presentation and its progress	1:11	1:11	It was made a decision about the first sprint, its repetition, and about some other things that should be changed in the presentation.

Activities Planned for Next Period

Activity Owner(s)	Activity	Work load	Result / Comment
ALL	Sprint planning meeting	2	Create mirror server to work with database and with front and back end. Make a detailed project plan Database has to be upgraded - define what additional fields are needed

			Define technology and try to implement some calendar into existing CMS Project plan document
ALL	Daily scrum meeting	0:15	What is done and what will be done?
ALL	Sprint review meeting	1	What is done in the first sprint?
ALL	Retrospective meeting	1	What went well, what could be improved?

Action List

Task	Responsible	Comment
Make a detailed project plan	ALL	
Create mirror server to work with database and with front and back end	ALL	
Database upgrade - define what additional fields are needed	ALL	
Project plan document	ALL	

Comments / Experiences / Problems

Metrics

Milestones

Id	Milestone Description	Responsible Dept./Initials	Finished week			Metr	Rem	
			Plan	Forecast				Actual
				Week	+/-			
M-001	Project plan document	ALL	44	44				

Comment: List only past and near future milestones, not all of them.

Finished week: Plan – original week from project plan (this value is fixed), Forecast: current estimation when the milestone will be reached (variable), Actual – when this milestone was actually reached (empty until finished, then fixed).

Working Hours

Member	W1	W2	W3	Total
Biljana Stanić	4	0	0	
Abdur Razzaque	4:41	0	0	
Damian Marušić	5:11	0	0	
Marko Vuglec	4:11	0	0	
Hrvoje Pavlović	3:30	0	0	
Marko Veličković	4:41	0	2	
Total	27:14	0	0	27:14