



Summary Week Report

Project	Call calendar	week	44th
Responsible	Marko Veličković	Date	03.11.2014.

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	Project plan	1	1	We wrote the skeleton of the first version of our project plan and prepared possible questions for the next meeting with our supervisors.
ALL	The team met to talk with their supervisors Ivana Bosnić and Federico Ciccozzi.	2	2	We split work based on previous created skeleton. Biljana should write about project group, organization and communication and development process. Damien will add information about background and objectives of the project. Marko Vuglec and Hrvoje will write about planned deliverables and milestones, division of work into activities. Marko Velickovic will create a time plan, need to fix sprint diagram from presentation to put some milestones and write quality assurance. Abdur will add project risks.
ALL	The team has met check the status of tasks that are assigned at the previous meeting	2	2	We worked on the project plan renovation and its amendments.

Activities Planned for Next Period

Activity Owner(s)	Activity	Work load	Result / Comment
ALL	Talk to customers	1	-Get details about every requirement, so we could think about the database upgrade.

ALL	Work on the presentation		
ALL	Work on the Requirements Document		
ALL	Work on the System Design 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 this sprint?
ALL	Retrospective meeting	1	What went well, what could be improved?

Action List

Task	Responsible	Comment
Define database upgrades.	ALL	
Work on the presentation.	ALL	
Work on the Requirements Document	ALL	
Work on the System Design Document	ALL	

Comments / Experiences / Problems

Metrics

Milestones

Id	Milestone Description	Responsible Dept./Initials	Finished week			Actual	Metr	Rem
			Plan	Forecast				
				Week	+/-			
M-001	Project plan document	ALL	44	44				
M-002	Requirements Definition Document	ALL	45	46				
M-003	Design Description Document	ALL	45	46				

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	5	0	
Abdur Razzaque	4:41	5	0	
Damian Marušić	5:11	5	0	
Marko Vuglec	4:11	5	0	
Hrvoje Pavlović	3:30	5	0	
Marko Veličković	4:41	5	2	
Total	27:14	30	0	57:14