



# Summary Week Report

<b>Project</b>	<b>Museum Booking System</b>	<b>Week</b>	43
<b>Responsible</b>	Baggio Alessandro	<b>Date</b>	27/10/14

## 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	Initial meeting time planing	1	1	Meetings scheduled accordingly
All	Define question for customer	1	1	Question defined
all	GitHub, skype Google drive set-up	1	1	Crete organization, invite all to repository
all	First meeting	2	2	Discussion (see MoM)
SC	Investigating Google Sites	1	1	Research on Google Sites
RE	Contact customer	1	1	Ask first question, define the schedule of first meeting between customer-team
SK	Research of tool for Scrum	4	2	Evaluated Asana & Trello. Worked out a workflow for Asana.
VL	Project Plan Presentation	2	2	Refined by all the others component of team
all	Refinement of presentation	3	3	

## Activities Planned for Next Period

Activity Owner(s)	Activity	Work load	Result / Comment
all	Project Plan documentation	5	
VL,RE,SK,EA	Meet customer	2	If it is possible Milan Team will be added through a skype conversation
All	Requirements analysis	2	
all	Task analysis	2	
SK	Present Asana Workflow to the team	2	

## Comments / Experiences / Problems

### Metrics

#### Milestones

Id	Milestone Description	Responsible Dept./Initials	Finished week			Metr	Rem	
			Plan	Forecast				Actual
				Week	+/-			
M-001	Project Vision presentation	everyone		44		44		
M-002	Initial task definition	everyone		45				

#### Working Hours

Member	W43	W44	...	Total
Stefano Campanella	8	0	0	8
Alessandro Baggio	7	0	0	7
Paolo Manca	6	0	0	6
Marco Edemanti	5	0	0	5
Mert Ergun	4	0	0	4
Valerio Lucantonio	5	0	0	5
Robert Engelmann	8	0	0	8
Sebastian Kunze	6	0	0	6
Endri Azizi	7	0	0	7
<b>Total</b>	56	0	0	56