

Weekly Report Policy

1. The weekly report shall be handed in on Mondays directly after the meeting at 21:00. If you are not attending the meeting, the report should be handed in before the meeting. If the report is not ready on time, your contribution that week will not be counted.
2. The weekly report shall be filled in well, both what you did, what you are going to do and also problem / comments / experiences.
3. The weekly report shall follow the template given by DSD.
4. The weekly report shall contain all working hours. The working hours should be together with an activity, check the weekly report for activities that are going to be done during the week (it's available on the DSD webpage). If it is not specified, use the keyword **NEW**: before the activity.
5. If there is multiple activities done during one day, separate the hours per activity.
6. If you have a meeting with e.g. requirement team, it is counted in the requirement activity. In other words, everything that has to do with the requirement, is counted in the requirement activity.
7. Follow these simple rules, and everybody will be happy. Especially, PM!

Table 1 presents how you shall specify your working hours. The ones marked with RED are **invalid**, and the green ones are the **valid** ones.

Day	Amount	Activity
Monday	8	Had a meeting and work on plan
Tuesday	4 + 4	Meeting + plan
Wednesday	8	Meeting with Team Wednesday 21:00 + Plan documentation
Thursday	1	NEW: Skype meeting Thursday 16:00
Friday	4 + 4	Meeting with Team Friday 21:00 + Plan documentation

Table 1: Valid and invalid working hour specification

Written by: Robert Gustavsson, 30.10.2013