

# Bachelor's Thesis 086

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## Week Report #1

Week of the year: 3  
Date written: 24.01.2020

### Done this week:

- Sent emails to supervisor and client (pineleaf).
- Setup the Google Drive where I will be holding documents.
- Setup the timesheet.
- Created the meeting summons for the startup meeting.
- Held the startup meeting.
- Got set up with the work space and developer tools.

### Project Status:

Results:	OK
Calendar time:	OK
Work time:	Subpar

### Problems:

Spent some time waiting for response from emails which halted when the startup meeting could be held. I did not start up with the client before the same day as the startup meeting, if I had been smart I could have started up earlier in the week.

### Solutions:

Nothing. Lost time will be retaken as I get into the workflow.

### Tasks next week:

I will be working 2 days at the work space with initial documentation. I will be writing the Project Plan, Meeting plan and Vision Document.