

# Minutes of the Meeting 1 of Group I-2

## Project Management 412

on 12/04/2021 @13h00-13h30 at Chalkboard

### 1. Attendance

- Present: Andre (AV), Bianca (BK), Emile (EV), Leon (LE), Rorisang (RL)
- Apologies: Philip (PK)

### 2. Minutes of the previous meeting

N/A

### 3. Agenda

The following agenda was approved before the meeting:

- Talk through the Gantt chart as prepared by EV.
- Decide on hires and other bidding decisions.
- Discuss assignment 2 format.
- Discuss strategy and approach for assignment 2.
- Brainstorm fictitious product idea to use for assignment 2.

### 4. Discussion according to agenda

1. Organized the same strategy for the marketing phase as was done in the demo run.
2. Discussed replacing the project manager with a marketing manager or engineer. Decided on testing the effectiveness of an engineer in this role by assigning him/her in parallel for the first phase.
3. Discussed hiring and assigning two junior product designers to speed up execution, since design tasks are budgeted for \$50 / hour.
4. Discussed switching the project manager role from the engineer to a marketing manager (after phase 1 when engineer must be assigned to other tasks), since this strategy was effective in the demo.
5. Discussed bidding strategy regarding bidding additional 50 cents to win a bid over a team who might bid the same amount.
6. Reviewed budget analysis (as prepared by EV) for bidding decisions.
7. Discussion about having enough space in budget to hire at 30%-40% above the standard rate.
8. Discussed organizing a collaboration document (eg. google doc) for the 'rough work'.
9. Discussed the compiling of the final document on LaTeX (EV volunteered to take on this task).
10. Decided on approach for assignment 2 to be everyone working collaboratively on every task (on the google doc). There was a

discussion about setting short-term deadlines to ensure even contribution by each team member.

11. Each group member will brainstorm and contribute ideas for the fictitious product on the google doc.
12. EV will do baseline and share the repository with mpp file (on GitHub) through the MS teams channel, so that every team member has access to the Gantt chart and its continuous updates.
13. Final bidding decisions were made and submitted at the meeting for bid 1 (due 12/04/2021 @ 20h00). Bidding decisions were as follows:

<b>Name</b>	<b>Category</b>	<b>Quality level</b>	<b>Standard rate</b>	<b>Offered rate</b>	<b>Intended assignment for phase 1</b>
Tom Becher	Engineer	Mid-level	\$55	\$67.50	Project management
Kurt Zollinger	Junior Marketing Specialist	High-level	\$59	\$62.50	Market assessment / commercialization
Jane Gavette	Junior Marketing Specialist	Mid-level	\$52	\$60.50	Market assessment / commercialization
Yukio Ashida	Marketing manager	Mid-level	\$91	\$97.50	Market assessment / commercialization
Fulberto Eberstark	Marketing manager	Low-level	\$78	\$91.50	Contingency
Kelly Doe	Project manager	Low-level	\$100	\$100.00	Project management / contingency

## **5. Next meeting**

The next meeting is planned for 12/04/2021 @20h15 on MS Teams, to evaluate whether the first round of bidding was successful or not. If not successful, the meeting will be used to discuss and make bids for round 2.

# Minutes of the Meeting 2 of Group I-2

## Project Management 412

on 12/04/2021 @20h15-20h30 on MS Teams

### 1. Attendance

- Present: Andre (AV), Bianca (BK), Emile (EV), Leon (LE), Rorisang (RL)
- Apologies: Philip (PK)

### 2. Minutes of the previous meeting

Refer to Meeting 1 above.

### 3. Agenda

The following agenda was approved before the meeting:

- Review results of bidding round 1.
- Discuss decisions for bidding round 2.

### 4. Discussion according to agenda

1. Discussed bidding for a second engineer, to secure for when engineering tasks begin, as we anticipate needing at least two engineers to reduce the workload and time spent.
2. Discussed whether to bid for another project manager, given that we did not get the previous bid for Kelly Doe (project manager).
3. Final bidding decisions were made and submitted at the meeting for bid 2 (due 13/04/2021 @ 20h00). Bidding decisions were as follows:

Name	Category	Quality level	Standard rate	Offered rate	Intended assignment for phase 1
Darryl Sandefur	Engineer	Low-level	\$46	\$55.5	
Darryl Mendieta	Project manager	High-level	\$140	\$140	Project management
Shinchi Ishikawa	Project manager	High-level	\$143	\$130	Project management

### 5. Next meeting

The next meeting is planned for 13/04/2021 @20h15 on MS Teams, to evaluate whether the second round of bidding was successful or not. If not successful, the meeting will be used to discuss and make bids for round 3.

# Minutes of the Meeting 3 of Group I-2

## Project Management 412

on 13/04/2021 @20h15-20h30 on MS Teams

### 1. Attendance

- Present: Andre (AV), Bianca (BK), Emile (EV), Leon (LE), Philip (PK), Rorisang (RL)
- Apologies: N/A

### 2. Minutes of the previous meeting

Refer to Meeting 2 above.

### 3. Agenda

The following agenda was approved before the meeting:

- Review results of bidding round 2.
- Discuss decisions for bidding round 3.

### 4. Discussion according to agenda

1. Discussed further actions regarding the project management tasks, given that all bids for a project manager thus far were unsuccessful.
2. Decided not to bid for another project manager because the only remaining was too high in price per hour.
3. Decided to fire one Junior Marketing Specialist (Jane Gavette) and one Marketing Manager (Fulberto Eberstark), since they were originally intended as contingencies. These two people were over-bid for, and were thus chosen to be fired.
4. Final bidding and firing decisions were made and executed at the meeting (due 14/04/2021 @ 20h00).
5. The fictitious product was discussed and decided upon. To incorporate all engineering disciplines of the group members, the decision was made for the product to be a pressure vessel for industrial processes (with sensors).
6. The whole team was tasked with contributing to the google doc for assignment 2, over the next few days.

### 5. Next meeting

The next meeting is planned for 16/04/2021 @09h00 on MS Teams, to check on the progress for assignment 2.

# Minutes of the Meeting 4 of Group I-2

## Project Management 412

on 16/04/2021 @09h00-09h30 on MS Teams

### 1. Attendance

- Present: Andre (AV), Bianca (BK), Emile (EV), Leon (LE), Philip (PK), Rorisang (RL)
- Apologies: N/A

### 2. Minutes of the previous meeting

Refer to Meeting 3 above.

### 3. Agenda

The following agenda was approved before the meeting:

- Review results of run 1 and the bids made:

Name	Category	Quality level	Standard rate	Offered rate	Intended assignment for phase 1
Kelly Sauseda	Junior Product Designer	Mid-level	\$49	\$55.25	Product design
Raimund Vogel	Junior Product Designer	Low-level	\$42	\$50.25	Contingency
Douglas Rutten	Junior Product Designer	Low-level	\$44	\$52.25	Contingency
Lance Portier	Junior Product Designer	Mid-level	\$53	\$60.25	Product design

- Review progress for assignment 2.
- Plan a date and time for a special risk planning and response meeting.

### 4. Discussion according to agenda

1. Decided to fire 2 out of the 4 junior product managers that were successfully hired. The 2 lowest costs were chosen to be fired.
2. Reviewed the results of phase 1. The team had 100% on cost and time, but 0% on functionality and stakeholders. This was due to the decision to not hire a project manager (to save cost) and instead assign 2 engineers to the project management task for phase 1. The team decided to stick to this decision, with predictions that it will improve later.

3. Discussed keeping the 2 junior product designers for phase 2 (as their tasks are on the critical path), but spoke about firing one of them before the next phase because there is a lot of slack and so we might not require 2 people on the task.
4. Walked through the assignment 2 doc together, discussing each section (what still needs to be added, what can be improved) and ensuring each group member was on track with the sections they were charged with doing.
5. The main task the team is concerned with is the project risk analysis section, and so it was decided that the whole group will work on this.
6. The team will all read over the content for risk management in preparation for the special risk planning and response meeting.

## **5. Next meeting**

The next meeting is planned for 17/04/2021 @10h00 on MS Teams, to have the special risk planning and response meeting.

# Minutes of the Meeting 5 (Risk Planning and Response meeting) of Group I-2

## Project Management 412

on 17/04/2021 @10h00-??h?? on MS Teams

### 1. Attendance

- Present: Andre (AV), Bianca (BK), Emile (EV), Leon (LE), Philip (PK), Rorisang (RL)
- Apologies: N/A

### 2. Minutes of the previous meeting

Refer to Meeting 4 above.

### 3. Agenda

The following agenda was approved before the meeting:

- Develop an appropriate technique to identify risks.
- Collaboratively identify risks. Includes each person identifying risks associated with their discipline of engineering.
- Develop a risk assessment technique (and a level of risk for each identified risk).
- Develop a prioritized risk register including detailed discussion on the priority risks.
- Compile risk management plan.

### 4. Discussion according to agenda

- a. Designed a technique for quantifying risks using a matrix comprising the probability (score out of 5) and impact (score out of 5).
- b. Collaboratively identified risks to the project as a whole (both internal and external) by describing the risk, area impacted, impact score, probability score, consequences, mitigation and response for each.
- c. AV identified the following risks associated with his chemical engineering discipline:
  - i. Flammable substances igniting
  - ii. Substances spilling into the environment
- d. EV identified the following risks associated with his electrical engineering discipline:
  - i. The product's sensors failing
  - ii. Power loss to the product

- e. RL and LE identified the following risks associated with their mechatronic disciplines:
  - i. The pressure limit control system failing
  - ii. Valve control having an error/failing
- f. BK identified the following risk associated with her mechanical engineering discipline:
  - i. Tank deformation or failure
- g. PK identified the following risk associated with his civil engineering discipline:
  - i. Structural failure
  - ii. Tank support structure failing due to fatigue

## **5. Next meeting**

The next meeting is planned for 18/04/2021 @10h00 on MS teams, to review progress.