Phase B Updated Responsibility Tracker

Table

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Cost Budgeting: Yiqun

1. Keep track of all the components/costs, make an excel share with everyone
2. Contact MYFab to buy components/research prices

PM: Arielle

1. Keep track of all tasks, progress, risks.
2. Plan/schedule meeting/monitor the meeting minutes

Documentation: Tab

1. Organize the prototype folders, documents

Engineer roles:

1. Electrical engineer: Ethan, Tab
   1. Prototyping tasks outcome see table
      1. Need to get all circuits working
      2. Prototype on breadboard at least
      3. Contact MYFab for PCB (ideally)
      4. Conduct test and record results according to the requirements
2. Mechanical engineer: Yiqun, (do you need a helper?) I can help with 3D emre)
   1. Prototyping tasks see table
      1. Need to have at least one 3D printed collar (contact MYFab maybe)
3. Programming: Emre, Arielle
   1. Prototyping tasks see table
      1. Post code on GitHub
      2. Better to have an UI

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| **Team Responsibility Tracker** On github  Non-technical role:  Project manager: Arielle  Risk coordinator (track and document all the risks): Ethan (helper)， Yiqun also started work on this during the prototyping phase because he is responsible for budgeting.  Researcher(technical/context research): Everyone  Communicator(send message and emails with stakeholders and team members): Arielle, contact with the FaCs, MYFab, the GSU student, Emre is also resiponsible for contacting the FaCs.  Presenter: Arielle, Tabitha, Ethan, mainly for check-ins  Meetings:  Notetaker: Arielle (meeting minutes)  Timekeeper: this role is not useful  Attendance:  Parking lot owner:  Facilitator: Arielle (agenda, reminder), Tab is also responsible for task distributions plan of the meeting. | Icon  Description automatically generated |