|  | **Project Details** |
| --- | --- |
| **Risks:**  **See details below** | No new risks identified |
| **Open items:** | Verification of Color  Verification of Environmental and Mechanical Specs  Verification of Product Cleaning Procedure |
| **Items needed:** |  |

# Task Summary this week (Must equal report and time card for client)

|  |  |
| --- | --- |
| **Tasks** | **Hours billed** |
| Planning | 1.0 |
| Monday Scrum | .5 |
| Fit checks on model parts for Alpha 1 and review. Also included in this task is the time needed to do gasket tests. | 3.0 |
| Write initial assembly procedure | 1.5 |
| Review label artwork, do text updates or other tweaks, when OK order labels | .5 |
| Map to PPR (Pre-Production Run) | 1.75 |
| Continue product cleaning research. Review and re-write instructions. Sent to Patrice for review (no response yet) | 1.5 |
| Review of label followed by discussion with vendor | .5 |
| Discussion with Sabic/GE rep on various resins on strength, chemical performance, bio sensitivity | .5 |
| Friday Scrum (.5) | .5 |
| Total | 11.25 |

# New this week:

## Item 1

None Identified

# Ongoing Tasks

## Item 2

Gasket

Gasket and Bottom sealing time spent from 10/01 PM till 10/03 AM. Initially there were some leaks however after some experiments, a satisfactory method to seal the case was found. Tests of ½ hour submersion and 1 minute under a medium velocity stream of water did not produce leaks.

The gasket and assembly techniques work OK but can (and will) be improved to ensure consistent clean-proof seals. They are good enough to allow the Alpha 2 part orders to take place (the parts are OK, the assembly technique needs to be perfected)

# Completed Tasks:

## Item 3

See Task Summary

# On Hold:

## Item 4

Verification of Environmental and Mechanical Specs

# Planned for next week:

## Item 5

Total time est. (~14.0)

1. Planning (1.0)
2. Scrum (.5)
3. Update Mechanical milestone planning and mech part order chart. (1.5)
4. Send updated files to Solid Concepts for Alpha 2 so they can update quotes if needed (1.0)
5. Fill-out order request / back-up info for our orders, and initiate orders for Alpha 2 parts (1.0)
6. Fill-out order request / back-up info for our orders, and initiate orders for Alpha 2 parts (1.0)
7. Update Mech Part Delivery Chart – Expedite where needed (1.0)
8. Continue dialog with resin suppliers. Identify best choice for chemical compatibility, bio-sensitivity, appearance and strength. (1.5)
9. Research/find info on European label requirements (1.5)
10. Based on conversation with label maker, submit label artwork for review. Existing label text to be used (unless I hear differently). If needed, revise label artwork and order labels. (1.0)
11. Visit Out-of-Box mfg and report on qualifications (2.5)
12. Get color approval (.5)