**Task List Items and Documentation**

**EDD 104 Section:** 60 **Class #:** 10

**Team Name:** The Toasty Bunch **Project Name:** #4 Energy Efficient Toaster

**Instructions:** PL, complete items in green at the beginning of your in-class meeting or as you go along through the Task List. Complete items in black **After Class.** It is expected that as PL you will continue to facilitate work throughout the week. You will check in with teammates, correspond with upper management (if need be), and take care of the necessary odds and ends. Add a screen shot of the Gantt Chart. Send a **professional email** to the UCAs (CC instructor if requested by your instructor) and attach this document as a PDF **before the start of the following class.**

To be completed in class:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member Names** | **Assignments Due** | **Present?** | **Prepared?** | **Comments** |
| **Juan D Franco (PROJECT LEAD)** | **Final Design Description Completion**  **Change Gantt Chart**  **Organize Meeting** | **P** | **P** |  |
| **Izabella Bostina** | **Final Design Description Completion** | **P** | **P** |  |
| **Thomas A Britt** | **Final Design Description Completion** | **P** | **P** |  |
| **Austin Fritz** | **Final Design Description Completion** | **P** | **P** |  |
| **Benjamin D Mulvey** | **Final Design Description Completion** | **P** | **P** |  |
| **Ian Murray** | **Final Design Description Completion** | **P** | **P** |  |

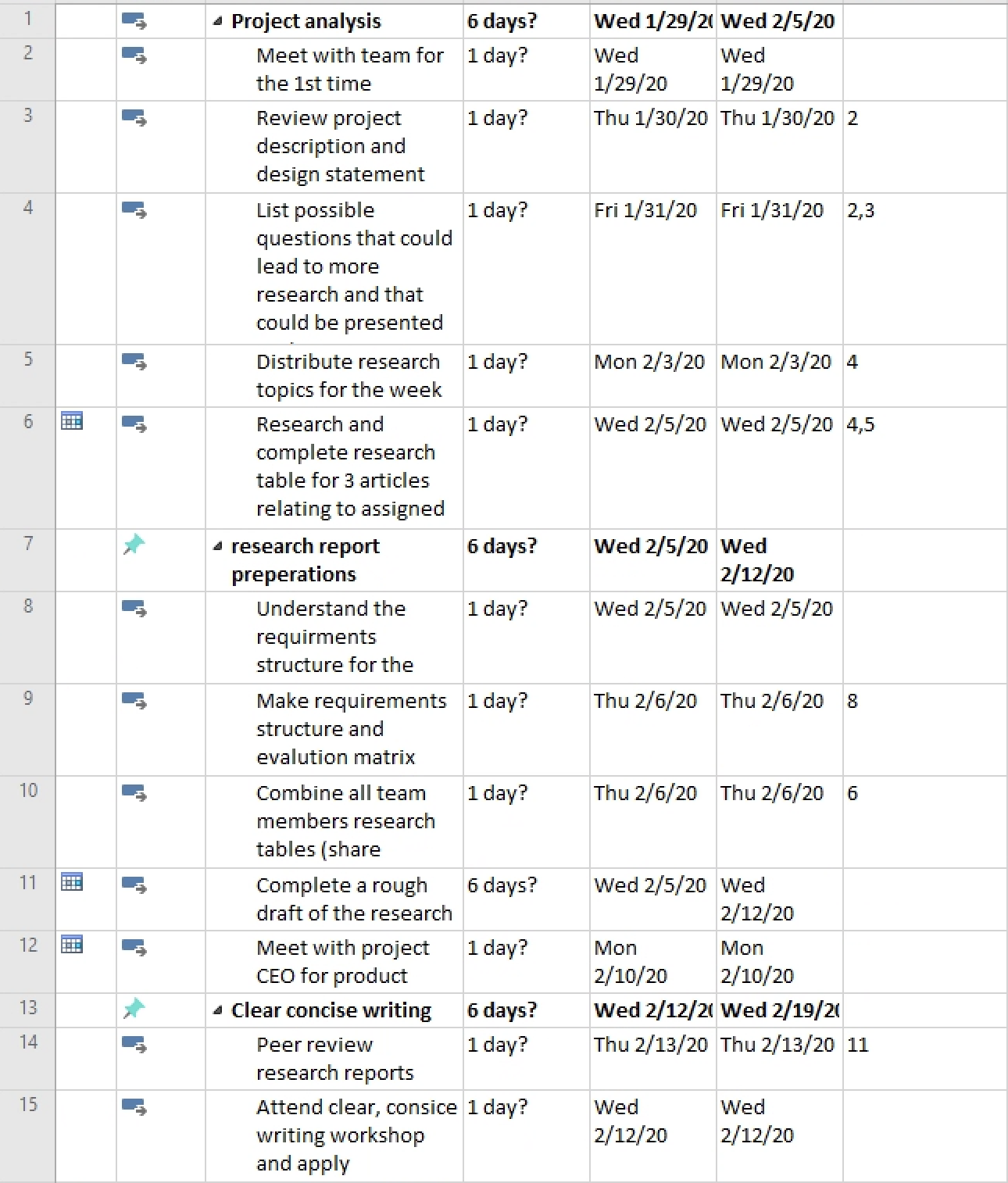
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| **Task List Items for Discussion and/or Work to be Completed** | **Expected Duration**  (actual duration) | **Summary of Discussion** |
| 1. Review minutes of last meeting. | 5 mins  (5mins) | We went over what we had completed. Such as the Final Design Description and the CAD drawings. |
| 2. Discussed what needed to be changed in Gantt Chart | 5 mins  (5 mins) | As PL, decided on how we should split up the work needed for the final report. Giving each member an assignment to do. Such as Izabella doing the formatting and Table of Contents. Putting those changes in the Gantt Chart. |
| 3. Discussed CAD Drawings and Requirement Verifications | 15 mins  (20 mins) | We sent an email to our CEO to verify if the amount of CAD drawings we have right now is enough or if we should add more. For the requirements, everyone already knows which requirements they must verify. We spoke on how some would have to have code done to verify it. While others would need the CAD drawings and others would just need to explain it. |
| 4. Code for Verifications | 15 mins  (15 mins) | As some of the requirements will need code to verify it, we will need to ask Professor Elmore for help. We also spoke about asking each other for help when getting stuck with the coding. |
| 5. Planning for next meeting | **5 mins**  **(5 mins)** | As everyone has their list of tasks to accomplish, we agreed that we would all focus to do our part and then have a meeting during Spring Break to see what we have accomplished and what needs to be finished. Meeting was decided to be on 04/07/2020. Time would be around 12 to 1. |

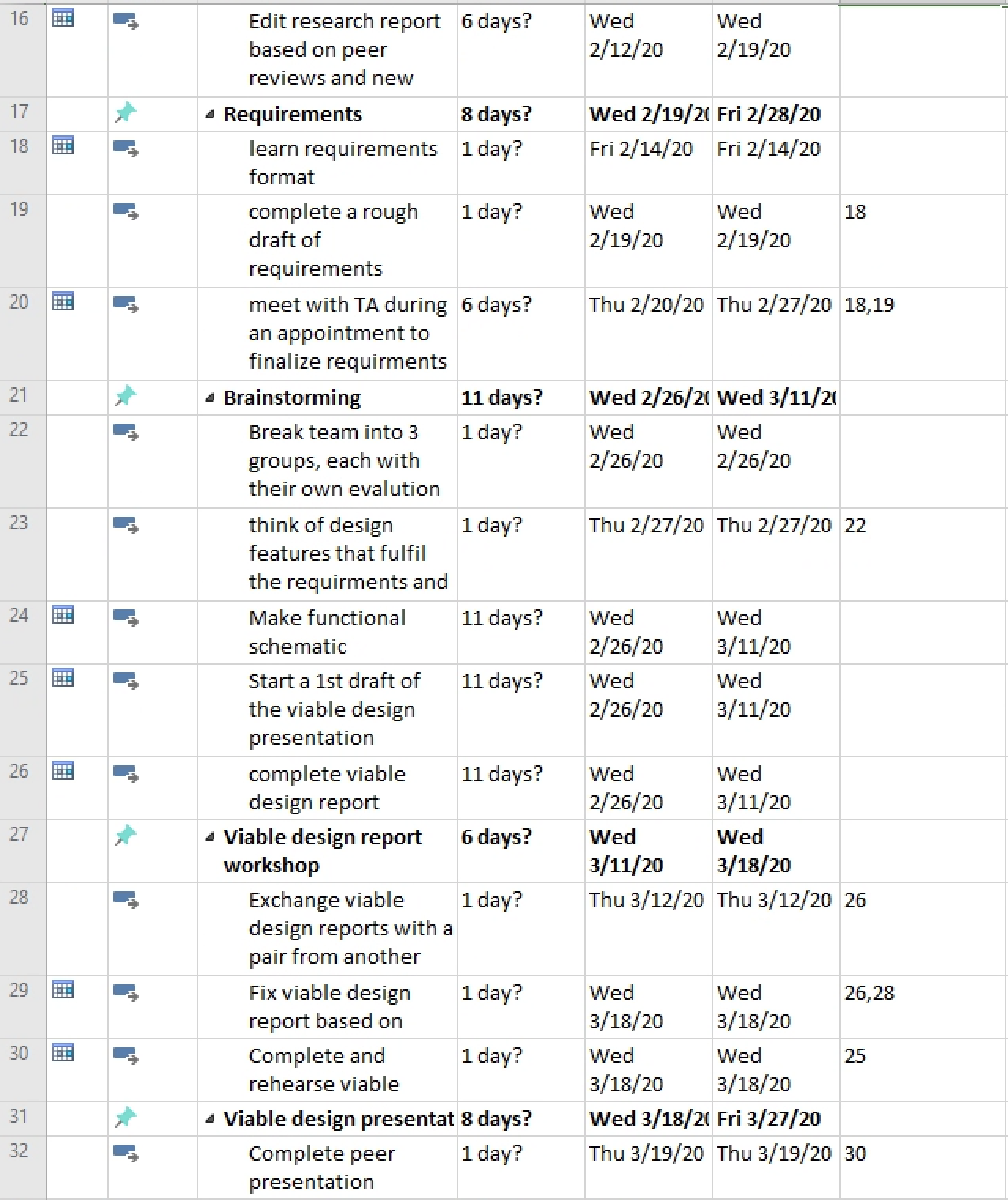
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| **Action items to be completed after class:** | **Who is responsible?** | **Due?** | **Comments** |
| Work on Final Report | Everyone | 04/15/2020 |  |
| Verifications for Requirements | Everyone | 04/15/2020 |  |
| Google Form Submission | Everyone | 04/15/2020 |  |

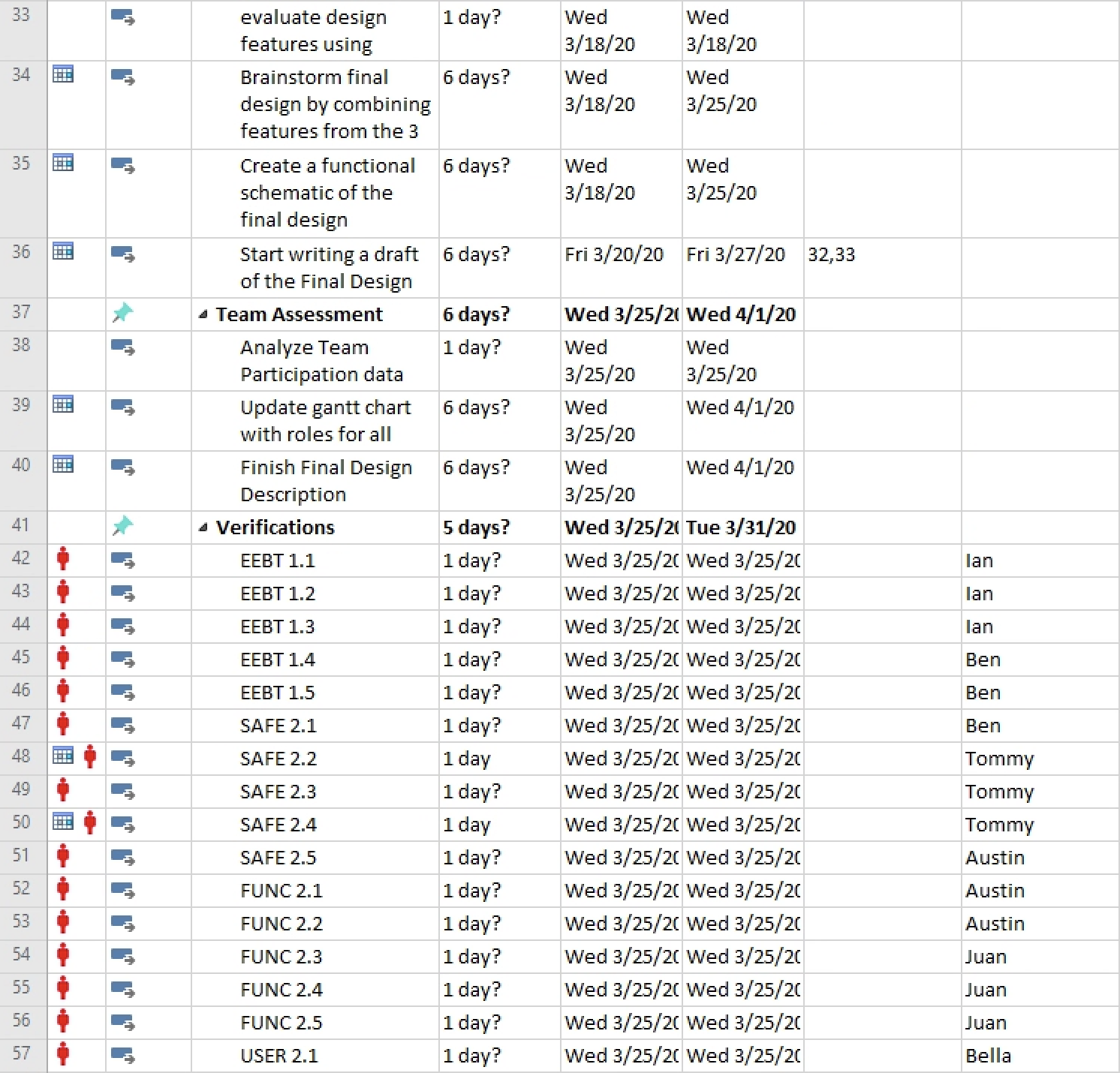
To be completed over the course of the week:

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| --- | --- | --- | --- |
| **List all the tasks you completed as PL throughout the week:** | **Summary of action:** | **Date and time completed:** | **Comments** |
| 1. Organize time and day to meet | In a text, I let the team know when we would have a meeting during spring break. | 4/6 at 3 pm | Team members replied with it being good with each member. |
| 2. Set up a Zoom meeting for team | Before the time of our meeting, made a meeting on Zoom for us to meet on. | 4/6 at 3:30 pm | Members said they were good with this. |
| 3. Zoom Meeting | It was a quick meeting as it was just to check on the members and how far they got with the work. Letting us know what should be completed by next meeting. | 4/7 at 12 pm | All my teammates showed up and participated in the meeting. |
| 4. Next Meeting | Planned to have another Zoom meeting before class to see that everything is accomplished. | 4/7 at 12 pm for 4/14 at 12 pm | Team member agreed to the time. |
| 5. Zoom Meeting 2 | It was a quick meeting to bring up what had been completed and what still needed to be finished. The conclusion and a few verifications were the only things that needed to be completed. | 4/14 at 12 pm | All teammates participated in the meeting. |

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| **What does the next PL need to know?** In this section, think about what isn’t finished that needs to carry into the following week. |
| The Gantt chart needs to be up to date every week. |
| Each member needs to submit documents either to the google docs or the file exchange for easy access. |
| The presentation has to be completed. |
| The final report has to be completed. |

Insert Screen Shot of Gantt Chart here:****

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