**Task List Items and Documentation**

**EDD 104 Section:** 62 **Class #:** 2

**Team Name:** Backstreet Boys **Project Name:** #4 Low Noise Blender

**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:

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| **Team Member Names** | **Assignments Due** | **Present?** | **Prepared?** | **Comments** |
| **Brian Littrell (PROJECT LEAD)** | **Print Task List for Class** | **P** | **P** |  |
| **Nick Carter** | **Complete source evaluation and Systems Engineering Response** | **P** | **P** |  |
| **Kevin Richardson** | **Same** | **P** | **P** |  |
| **Howie Dorough** | **Same** | **P** | **P** |  |
| **AJ McClean** | **Same** | **P** | **P** | **Missing assignments.** |
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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) | NA |
| 2. Team Formation | 5 mins  (5 mins) | Assigned the roles. Brian is the Project Lead, Nick is the completing Project Analysis, Kevin is taking pics of the wall, Howie and AJ are googling questions as they arise |
| 3. Project Description | 10 mins  (15 mins) | Everyone discussed and seemed to understand the project description and Design Statement. All had experience with blenders, but no one knew how it worked exactly. We feel that doing the Research Table will be the first step in learning about what is involved in a low noise blender. |
| 4. Brainstorming | 15 mins  (30 mins) | This took longer than we thought, but was very worthwhile. We created a solid list and every team member has their topic for the Research Table, which is recorded below. |
| 5. Compiling | **5 mins**  **(10 mins)** | AJ created a master document for our research topics as well as documenting additional questions. |
| 6. Topics | **5 mins**  (5 mins) | AJ: (topic); Nick (topic); Brian (topic); Howie (topic); Kevin (topic) |

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| **Action items to be completed after class:** | **Who is responsible?** | **Due?** | **Comments** |
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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. Emailed Research reminders to team | In the email, I reminded my team of the steps they need to take and when it was due. | 1/31 at 1:43 PM | I heard back from 4 of my team members confirming receipt of the email. AJ never replied. |
| 2. Emailed our UCA for clarification | I asked Jenny to confirm the due date of the AB as well as help us understand the PL a bit more. I was a bit confused if I should do more work. I also asked if I should be concerned about AJ never emailing me back. | 2/2 at 3:30 PM | Jenny replied that we shouldn’t be worried. She also gave me some pointers as to some of the tasks I could be completing. |
| 3. Read ahead into lesson 2 and group texted my team | I asked the team to look ahead and plan. | 2/3 at 8:30 AM | All of my teammates responded with a “thumbs up” emoji |
| 4. Fielding questions from team | Over the course of the week, several members asked me about Research Table and to reach out for clarification. | 1/30, 2/1, and 2/2 | I reread the course pack and went to Professor’s office hours to get answers to the questions. |
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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. |
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Insert Screen Shot of Gantt Chart here: