

Action Plan

Justin Reina

WW01

(1/29-2/4)

Topic	Due	Assigned	Done?	Item	Status	Priority
STAG		WW19.2	X	T2 Timeout Proposal Sent	eww	1
		WW19.3	X	AM Gerrit Flush	woah, that was intense	
		WW19.2	X	All Sticky Notes Transferred to Final File	omfg	
	WW19.2	WW19.2		Send out STAG Transition Followup List		
				change f_dbg to f_log		
	WW19.5	WW19.2		TODOs scrub on STAG FW		
		WW19.3		get resolution on stag-followup-mtg		
	WW19.4	WW19.3		RNG Branch Edit & Push		
Silver Butte		WW19.2		All Sticky Notes Transferred to Final File		
	WW17.3	WW17.3	~	Get Rework Scheduled	checking on eta	
				Get all of Gleb's Tools updated in src ctrl, and released	why is this so hard	
		WW19.1	X	Do Web Backup/Checking of sb-tools-jmr	done for all 3	
		WW19.1	X	Srihari File Upload	done	2
		WW19.1	X	Mario Nanoscale Upload	omfg	3
Misc Work				Test (3) Ken Boards & Hand off		
	WW17.3	WW17.2	~	Get Josh Meeting Scheduled	finalizing date	
	WW18.1	WW17.1		Old Desk Clean & Sort		
				Get SolidWorks License Renewed		
				Srihari Rework		
		WW19.2		Get Printer Location Squared Away	meetup with Jolene at 3pm	
		WW19.2	X	AM Email Flush		1
		WW19.2		Print Randy Part		
Misc Personal	WW19.5	WW19.2		Shared Drive Audit		
				Get RIL access		
				Try to Resolve Fixit Ticket		
		WW19.2		Triumph Scheduled (including Pickup)		
		WW19.2		ZX6R Scheduled (including Pickup)		
	WW19.5	WW19.2		Gmail is back to 0		
		WW19.2	~	Headlights Ordered	kt email sent on WW19.2	
	-	WW17.3	~	Bike Cover Thread	started	

WW01 (1/29-2/4)

Week Goals

- Josh Meetup
- Clean Old Cube
- Get Final List

Projects

- BTAG
- Labs RP Ramp
- AutoFind Test Procedure

Opens

- latency bug
- Battery Flag arch descr
- moved deferred todos to final STAG list.
- test how long we can run at high frequency when using linear regulator
- review Jeff paper

<Topics for consideration & misc. use>

Key Repeating Tasks

Needs, Desires, Goals

Gameplan Items

High-risk Opens

Peer work

Skills to Work On

Topics of Desire

Topics of Ramp

Looking Forward

Queued Topics

Appendix(not part of actual AP)

Notes

- This is a template just merged together, as an illustrative tool
- When generated generate yourself, from scratch. This is your tool, this is yours!
- This document is a recommendation, that is all.
 - Jmr's AP's varied over time, in format, content and structure. Sometimes Docx, sometimes Xlsx and sometimes on paper at desk, depends on the mood and the moment, with the key target of contributing value and time efficiency!

Action Plan Rules

- Use of standardized work week calendar for all dates (list actual date in parenthesis alongside if interested ([ref](#)))
- A snapshot of active Action Plan document is taken periodically
 - weekly or daily recommended, to PDF & stored with WW suffix – e.g. "*jmreina_actionPlan-WW01.pdf*"

Acronyms

- AP – Action Plan
- WW – Work Week
- RP – Rapid Prototyping