Agenda for Tuesday Apr 9 Tutorial

1. Tweak the design
   - Add multiple light switches
   - Panels have to change
     - Ethan research type of light

2. Decision
   -

Agenda for Tuesday, Apr 9

1. Tweak solution according to client input
- Replace light bulbs with one with adjustables times
- Round patio sofa
- Curtain
- Synthetic Vine Material/Decal (Research)
  - https://artglass.groglass.com/uv-protective/
- Bulletin board: Can be for community postings etc
- DVD player can only be playing pre downloaded stuff

Ethan Research timing of lighting
Ken: Add light bulbs, add curtain

2. Confirm every slide's content

Agenda for Thursday, Apr 4

1. MoS check up
- Modeling from Ken → Tonight
- Measuring from Ethan → **WE COMBINING THE OLD AND NEW MoS**
  - Green Coverage
  - Light Distribution
  - Light Intensity
- Measure from Ken

   ○ Take picture of room for illuminance

→ **ETA:** MoS finished Sunday Night
→ MoS Slides done Tuesday Night ecisDecide the "hook" as a team

Option 1: Stats + StarRes table
- Mental Health Statistic
- Suicide Statistic
- StarRes bookings

e Option 2: 10 second skit
- Short video of person entering wellness room

Option 3: Headlines
-

 2. Distribute workloads for the FP slides. Please start working

Workload for Wednesday, Apr 3

CDS Revisions

Ethan and Ken → **MoS**

Aileen → **Remove the outcome in the Introduction**

Akshaya, Youssef, Warrick → **Improve figures**

Other Things
"Warrick" → Egg Pod Chair with SAD light, wood trunk, grass, bonsai tree
Youssef and Ken → Hammock, Fountain, Aroma, door-locking, light switch, power outlet

Agenda for Tuesday, Apr 2

FP Outline
Do you want to have some time to work on the FP during the team meeting? Like what other groups do, everyone does their own tasks, and if question, ask.

 1. **Ask about the progress of the MoS**

2. Decide on the purpose statement and main claim of the Final Presentation
3. Decide on the 4 subclaims **(if possible)** of the final presentation
4. Look ahead on the FP timeline
   a. Presentable draft **MUST** be completed by April 10th

Trade off
- The room looks more narrow

Objects to create
- ☐ Door
- ☑ ~~Bookshelf~~
- ☑ ~~SAD Lights (In the shelf)~~
- ☑ ~~Yoga Mat~~
- ☐ Egg Pod Chairs
- ☐ Hammock
- ☐ **Tree Trunk Table**
- ☐ **Bonsai Tree**
- ☐ **Aroma Diffuser**
- ☐ Bulletin Board
- ☐ Indoor Fountain
- ☑ ~~Plants~~
- ☑ ~~Window~~
- ☐ Floor Lamps
- ☐ Synthetic Grass Carpet
- ☑ ~~Speakers~~
- ☑ ~~DVD Player~~
- ☐ Leaf/Vine Bin
- ☑ ~~Plank Flooring~~
- ☐ Light switch and outlets
  - ☐ Change the bulbs to control the lighting
  - ☐ Non-binary light switch

Lecture Notes
B1. How might the TA's feedback impact our process?
- **Worst case scenario/LIkely**
  - The design doesn't make sense
  - Needs to be majorly revised
- **Best case scenario**
  - We get the green light to proceed
  - We move!!

- **Worst Case Scenario**
  - Makes no sense but this is unfeasible as 80% of it is done
- **Best Case Scenario**

Client Meeting
- What if the Client prefers another design
  - She might prefer design 3
    - Highest possibility of events
  - Design 2 trades off extra community event opportunities for a biophilic design
    - Scientific

What if MoS provides no good data?
- **If test needs to be redone**
  -
- **Slightly change the room until it meets the criteria**

Agenda for Thursday, Mar 28

- Determine timeline (20 min)

MoS
- Making the 3D Model
- Adding textures
- Ethan's calculations
- Light Map

- **3D Modeling**
  - Ken's makes the room and models all the objects
  - Warrick's sister helps with some objects
  - Ethan help with research of textures and measurements

- **Final Presentation**

Cover Page
- Change template

Disclaimer
- Copy and Paste

Problem Description
- This will be decided in the upcoming two/three days amongst Warrick, Aileen, Akshaya

Recommended Design
-

Measures of Success
- Wait for completion from Ethan, Ken, Youssef

Next Steps/Takeaway

Potential Content
- Service Environment, Stakeholders, Alternative Designs or other aspects

- Prepare for MoS (MoS should be done quickly) (30 min)
- Go through the parts of FP(30-40 min)
  See https://q.utoronto.ca/courses/331180/files/31248265/download?download_frd=1
  - ○
  - ○ Q&A period: just make sure our steps are clear
- Distribute workload (25 min)
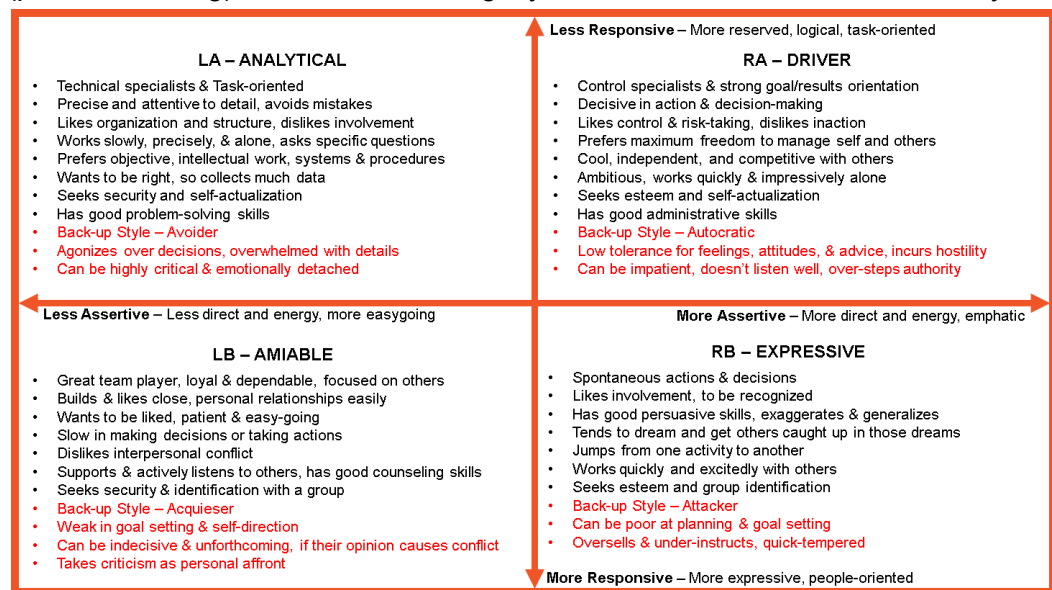
Agenda for Wednesday, Mar 27

Tasks Before Meeting

Everyone try to think of problems and suggestions for the team

Agenda

(note: this is kind of a `decision meeting`, it is supposed to be fast, hopefully be within one hour)

1. Talk about next steps
   a. Notify our EM and reply to the client (suggest meeting at Chestnut.The lecture on that day is Presentation Help Session. We may leave early)
      Go to the 9am lecture on Tuesday, leave at ~11:15, walk
   b. Next meeting: next Tuesday (should we have a meeting this Thursday? If so, what to do?)
   c. Implement the MoS: make a 3D model… (q: Ken can do the model, but what others do?)
      – Ken on it entire time, Youssef and Ethan helps
      – Warrick, Aileen, Akshaya work for the final presentation
      Rehearsal dues on Apr 10, final: Apr 16
2. Discuss about the teamwork
   a. Everyone's opinions:
      i. Ken: undercontributed, uneasy to ask others' works -> ask for status without hesitance
      ii. Youssef: See for more TA help and follow the Assignment Reference Handbook
      iii. Ethan: putting rough draft on the doc, waste time and effort
      iv. Warrick:
         1. Executive summary filled with wrong content, described wrong components
         2. standards: everyone's expectation not on the same page, everyone has a different thought for solution components

3. We need to go over more content in team meetings
4. Start early, ask more questions
5. Pay attention to the lectures
6. Have more people on the doc at the same time:
7. Ask CI for feedback

    v.   Aileen:
1. communicate more
2. Effort for the team work varies
3. Give constant updates

    vi.   Akshaya: don't put off until the last day, don't make really major changes by the due day

b. People's workload is too high. We should improve our efficiency. (mainly because the PM doesn't know how to assign tasks. Any suggestions?)

c. For CDS, our plan was "good", the realistic was not. We have set internal deadlines, but it wasn't clear to see whether the task is finished or not (e.g. write a draft for xxx). Next time when we assign tasks, we don't say "first draft / second draft / final draft…", but say "finish final draft before mm-dd, and report your status–concerns our difficulties–on mm-dd".
More debriefs in the progress

d. (personal feeling) most of our working style was "amiable" in Bolton Work Style

Less Responsive – More reserved, logical, task-oriented

LA – ANALYTICAL
- Technical specialists & Task-oriented
- Precise and attentive to detail, avoids mistakes
- Likes organization and structure, dislikes involvement
- Works slowly, precisely, & alone, asks specific questions
- Prefers objective, intellectual work, systems & procedures
- Wants to be right, so collects much data
- Seeks security and self-actualization
- Has good problem-solving skills
- Back-up Style – Avoider
- Agonizes over decisions, overwhelmed with details
- Can be highly critical & emotionally detached

RA – DRIVER
- Control specialists & strong goal/results orientation
- Decisive in action & decision-making
- Likes control & risk-taking, dislikes inaction
- Prefers maximum freedom to manage self and others
- Cool, independent, and competitive with others
- Ambitious, works quickly & impressively alone
- Seeks esteem and self-actualization
- Has good administrative skills
- Back-up Style – Autocratic
- Low tolerance for feelings, attitudes, & advice, incurs hostility
- Can be impatient, doesn't listen well, over-steps authority

Less Assertive – Less direct and energy, more easygoing

More Assertive – More direct and energy, emphatic

LB – AMIABLE
- Great team player, loyal & dependable, focused on others
- Builds & likes close, personal relationships easily
- Wants to be liked, patient & easy-going
- Slow in making decisions or taking actions
- Dislikes interpersonal conflict
- Supports & actively listens to others, has good counseling skills
- Seeks security & identification with a group
- Back-up Style – Acquieser
- Weak in goal setting & self-direction
- Can be indecisive & unforthcoming, if their opinion causes conflict
- Takes criticism as personal affront

RB – EXPRESSIVE
- Spontaneous actions & decisions
- Likes involvement, to be recognized
- Has good persuasive skills, exaggerates & generalizes
- Tends to dream and get others caught up in those dreams
- Jumps from one activity to another
- Works quickly and excitedly with others
- Seeks esteem and group identification
- Back-up Style – Attacker
- Can be poor at planning & goal setting
- Oversells & under-instructs, quick-tempered

More Responsive – More expressive, people-oriented

(Ken's personal suggestion) Warrick and Ken need to be the "drivers": be certain, do not ask uncertain questions. Example: say "let meet at 1pm in MY370" instead of "when do we meet?" because in most cases the decision does not matter too much, and if someone has concern/oppose, they will say.

e. Team meeting, stick on the time schedule
Youssef check the time

Agenda for Saturday, Mar 23

Tasks Before Meeting

Fill out the attribution table

Agenda

1. Redistribute workload
   a. **Ken:**
      i. Introduction
      ii. Proofread MoS
   b. **Warrick:**
      i. Revise constraints
   c. **Ethan:**
      i. 6.3 objective table
      ii. Revise constraints
   d. **Aileen:**
      i. Conclusion
      ii. Proofread/revise idea selection
   e. **Akshaya:**
      i. Proofread/revise idea gen
      ii. Revise exe summary
   f. **Youssef:**
      i. 6.3 description

0.0 Executive Summary
- Ken
  - Akshaya

1.0 Introduction
- Ken

2.0 P.S. Revisions

3.0 Service Environment
- Ken, Ethan

4.0 Stakeholders
- Aileen

5.1 Functions
- **WE'RE FINE**

5.2 Objectives
-

5.3 Constraints
- Warrick

6.1 Idea Gen
- Warrick
  - Akshaya

6.2 Idea Selection
- Aileen

6.3 Alternative Designs
- Description
  - Youssef
- Objective Table
  - Ethan
- Visual

- Design 1
- Design 2
- Design 3

7.0 Proposed CDS
- Akshaya
  - Warrick
  - Ethan

8.0 MoS
- Ethan
  - Ken

9.0 Conclusion
- Aileen

Idea Selection **Appendix**
-

Agenda for Thursday, Mar 21

1. State any questions about the cds (no more than 10 min)
2. Redistribute the workload (Ken MUST do more 💀) (15 min)
   a. Attribution table (trace the work from now)
   b. Sentence level editor (actually everyone has this responsibility, but I want to have someone specially working on this)
   c. Format…
   d. One person focus on the rubric to see which part is below expectations and which part could be improved
3. Decide layout of each design(3*30 min)
   a. Fine-tune the components (tally with the theme) (sketch if needed) (3*10 min)
   b. About the position (better with reasoning)

Agenda for Thursday, Mar 14

1. Discuss expectations for upcoming deliverables
   a. How everyone felt after DRG and PR
   b. CDS Grades, Work Schedule
   c. Final Presentation Grades, Work Schedule

2. Idea Selection
    a. Re-evaluate 10 solutions
        i. **Move on to the next stage** if satisfied.
        ii. **Reiterate idea generation** if needed
    b. Graphical Decision Chart
        i. Choose the three most important objectives
        ii. Choose a score out of 10 for each single full solutions
    c. Pugh's Method
3.

Agenda for Tuesday, Mar 12

Agenda

Actually I have a question about the idea gen.
Do we have the idea generation round #2? Because I was afraid that we have too few ideas, and I feel we still did not fully explore the design space.
The problem is, is we decide to have idea gen round #2, we will need to change our DRG content somehow…. Or how about currently we say we are not having round #2 (just too lazy to change the content) and after that we actually have round #2

1. Point out the problems that we currently have
    a.
2. Proposed distributed workload:
    a. Youssef: Format the slides, make the theme coherent
    b. Warrick: Overlook the presentation slides, make sure it covers all the bullet points on the tutorial PPT.
    c. Ken: Main editor - Slides
    d. Ethan: Overlook the `DRG Outline submit ver.` document, make sure that it is coherent with the slides
    e. Aileen: Main editor - Outline
    f. Akshaya: Main editor - Slides

Agenda for Tutorial, Mar 6

Agenda

1. Revise the Team Charter (1.5 hours)
2. Ask question about DRG
3.

Agenda for Tuesday, Mar 5

Time & Place

12:00-3:00 (approximate)

Tasks Before Meeting

Make sure that everyone has done their ideas.

Agenda THE TEAM CHARTER REVISION IS TOMORROW

1. For the planning: set the time line for CDS and DRG. The proposed timeline is as following: (25 min)
   a. (The DRG is due on Wednesday, Mar 13, and CDS is due on Monday, Mar 25)
   b. Have a team meeting for DRG during the weekend (make the internal DRG deadline to be Sunday)
   c. Thursday Mar 7: MIE midterm
   d. Friday Mar 8: **the draftest draft:** have the Google Slides created, everyone have general idea of the assignment requirements, create the frame/draft of the slide
   e. Saturday Mar 9: **first draft**, ask any question asap, follow the outline
   f. Saturday Mar 9: **Team meeting**, **4-5 pm** go over / revise the presentation
   g. Tuesday Mar 12: ECE midterm
   h. Wednesday Mar 13: DRG
   i. Wednesday Mar 13: **Team Meeting** DRG rehearsal 11:00 - 12:00 BA, ECE common room
   j. Thursday Mar 14: Team meeting
   k. Finish first draft
   l. Tuesday Mar 19: MAT midterm
   m. Revision
   n. Monday Mar 25: CDS
   o. Tuesday Mar 26: APS midterm
2. Give teammates some time to do idea gen (if needed), just make sure that we have fully explored the design space (0 - 20 min)
3. Idea Selection: (1 - 2 hours)
   a. Talk about the procedure… (It is actually Ken doesn't know the procedure haha)
   b. Feasibility check
   c. Morph chart

Potential Plans for Idea Generation

Group thoughts for idea generation
Gather with everyone in team meeting, ask everyone for their thoughts on whether the ideas are enough

- Ask the question: Is the process organized enough so it can be documented on the CDS, as well as the DRG?
    - **Yes** → Proceeds to Morph Chart for each member to generate full solutions
    - **No** → Keep the current ideas but try to generate more ideas in an organized approach **(Basically what Ken wrote in Agenda point #2)**

Morph Chart/Generating Full Solutions
1. <u>Not quite sure about the number,</u> but I propose to give the team time to generate a list of full solutions.
    a. Maybe 10? 12 solutions per person? This is to account for duplicates and feasibility check

Idea Selection
1. Consolidation
    a. Remove any **duplicates** from the list of proposed full solutions
2. Feasibility Check:
    a. **EVERYONE** is going to go over the document and leave comments on whether or not the solution meets the **<u>FUNCTION OR CONSTRAINT</u>**
3. Multi-Voting
    a. This may sound stupid, but Google Forms seems to be a pretty organized way to eliminate ideas. It's great to also see the statistics for each idea
    b. It may be a good idea to number off the solutions too.
4. Graphical Decision Chart
    a. Again this will depend on if everyone wants to do things on paper, on a board, or on a google doc
    b. Pick approximately 10-12 solutions, then rank in terms of 2 objectives
        i. If you feel an objective is very important then we can make 2-3 charts
5. Pugh Method
    a. Choose a "reference" solution
    b. Compare 3 alternatives with it using the -2, -1, 0, 1, 2 scoring chart

Agenda for Thursday, Feb 29

Time & Place

12:00-1:00 (after the lecture), ECE library

Agenda

- Rehearse for the Client Meeting
- Revise the Client Meeting Questions

Agenda for Tutorial, Feb 28

Tasks Before the Meeting

- Status report
- Gantt chart

Agenda

- PR revision
- Get EM's approve (ideally)
- If no approve, send email to reschedule
- Send PR to the Client

Agenda for Tuesday, Feb 27

Time & Place

Online, After the midterm, 7 pm

Agenda

1. If lucky, we get the PR rubric back, and revise PR (20 - 30 min)
2. Distribute the workload for the DRG and the CDS (20 - 30 min)
3. Prepare the Client Meeting Plan (20 - 30 min)

Agenda for Thursday, Feb 15

Time & Place

Thursday, Feb 15, 12:00 pm - 13:00 pm (may take longer)
MY 5th floor or 8th floor

Tasks Before the Meeting

Made modifications regarding the suggestions on the tutorial

Agenda

1. Do the final proofread
2. Upload the Document

Agenda for Tutorial, Feb 14

Time & Place

Wednesday, Feb 7, 1:10 pm - 3:00 pm
MY 370

Tasks Before the Meeting

Everyone finish their sections' final draft. Get the PR document ready for submit
Everyone get their engineering notebook ready (ready for the EM to check)

Agenda

1. EM check the status report and the engineering notebook
2. Team members go over the whole document to see where to improve
   a. Update ToDo list & Gantt Chart
   b. Work on their sections (if needed)
   c. Ask any question if need help
3. Cut down the word count
4. Finish the reference list, attribution table, formatting stuff

Agenda for Saturday, Feb 10

Finish the first draft
Think of the questions
Go through the draft & redistribute work (if needed)

Agenda for Tutorial, Feb 7

Time & Place

Wednesday, Feb 7, 1:10 pm - 3:00 pm
MY 370

Tasks Before the Meeting

- Review and print out Status Report #1

Agenda

- Confirm that everyone has access to the Gantt Chart (10 mins)
- Identify the gap, need, and scope as a team (25 mins)
  - Jot down bullet points
- Identify the functions for this project (25 mins)
  - Use functional decomposition
  - Request the TA to ensure the functions are correctly identified
- Finish an outline for the entire PR and address any individual questions/concerns (50 mins)

Additional Info

- Remember to bring your Engineering Notebook to take notes

Agenda for Tuesday, Feb 6

Time & Place

Tuesday, Feb 6, 12:00-2:00pm
ECE library, study room A

Booking details

Service Name
Group Study Room A

When
Tuesday, February 6, 2024
12:00 PM - 1:00 PM
(UTC-05:00) Eastern Time (US & Canada)

⟳ Reschedule

Booking details

Service Name
Group Study Room A

When
Tuesday, February 6, 2024
1:00 PM - 2:00 PM
(UTC-05:00) Eastern Time (US & Canada)

⟳ Reschedule

Tasks Before the Meeting

- PM gets the Gantt Chart ready
- Status Report

Agenda

1. Download the Microsoft Project (4.2GB, multi thread)
2. Little questions (20 min)
   a. How to even the workload
   b. About the next team meeting
3. Organize the meeting notes (15 min)
4. Everyone gets access to the Gantt Chart (20 min)
5. Discuss the timelines and relative questions for PR (30 min)

Additional Info

- Team members are welcome to ask any questions (not too off topic)

Agenda for Thursday, Feb 1

Time & Place

- Thursday, Feb 1, 2024
- ECE library, study room B

Tasks Before the Meeting

- At least check if the research topic is doable
- At least went through the meeting plan once, prepare to propose any concerns

Agenda (things to do)

- About the time and place of the second client meeting (<10 min)
- Make sure everyone's engineering notebook is fine (<5 min)
- Project manager shows the gantt chart and asks for advice? (<5 min)
- Rehearse the client meeting (30 min)
  - One person pretends they are the client. Other students rehearse…
  - The "client" try to answer the question to see how it works
  - Team members propose any concerns/potential problems of the meeting
- A little conclusion and the tasks to do before the client meeting (<10 min)

Tips

- Team members are supposed to ask any questions/concerns during the meeting
- Remember to bring your Engineering Notebook to take notes

Agenda for Tutorial, Jan 31

Tasks

- stuff to do
- decide status report schedule
- ms team folders - client communication, gantt chart, status report
- where to put all agendas?
- gantt charts