

|                             |                         |                       |                      |
|-----------------------------|-------------------------|-----------------------|----------------------|
| Status Report #             | 3                       | Date/Time<br>Tutorial | Feb 28, 2024<br>0125 |
| Report Prepared by          | Youssef Bayoudh         |                       |                      |
| Report Prepared for<br>(EM) | Homayoun Abrishami      |                       |                      |
| Client Name                 | Lucy Chandler           |                       |                      |
| Project Title               | Wellness Room Expansion |                       |                      |
| Team #                      | 121                     | Team Leader:          | Warrick Tsui         |
| Project Manager:            | Yongkang (Ken)<br>Cheng | Contact Person:       | Akshaya Velmurugan   |
| Other Team Members:         | Aileen Sun              | Youssef Bayoudh       | Ethan Lam            |

### **Tutorial Agenda**

(i.e. items to discuss during tutorial: documents, client meetings, up-coming due dates, etc.)

### **Time & Place**

Wednesday, Feb 28, 1:10 pm - 3:00 pm  
MY 370

### **Tasks Before the Meeting**

- Start idea generation using different methods (brainstorming, TRIZ, SCAMPER, Lateral thinking, analogy)
- Prepare the client meeting plan for the client meeting 2

### **Tasks During Meeting**

- Getting the PR feedback and having the approval of the EM (30 minutes)
- Revision of the PR (30 minutes)
- Revising the client meeting plan and getting it approved by the EM (30 minutes)
- Continue idea generation (20 minutes)
- Sending email (rescheduling meeting or sending PR) (5 minutes)

### **Task List**

( Refer to Appendix A to view relevant Gantt chart section)

| Task | Task Name | Accountable/ | Responsible/ | Date Due | Date |
|------|-----------|--------------|--------------|----------|------|
|------|-----------|--------------|--------------|----------|------|

| #  |                                 | Owner                      | Assisting  |                           | Completed                 |
|----|---------------------------------|----------------------------|--|---------------------------|---------------------------|
| 33 | PR Submission                   | Warrick Tsui               |  | February 16 th            | February 16 th            |
|    | Outcome: Completed on time      |                            |  |                           |                           |
| 52 | PR reference listad document    | Youssef Bayoudh            |  | February 14 th            | February 14 th            |
|    | Outcome: Completed on time      |                            |  |                           |                           |
| 53 | Proof reading                   | Ethan Lam, Youssef Bayoudh | Akshaya Velmurugan , Ken Cheng, Aileen Sun, Warrick Tsui             | February 15th             | February 15th             |
|    | Outcome: Completed on time      |                            |  |                           |                           |
| 54 | PR attribution table filled out | Ken Cheng                  |  | February 16 <sup>th</sup> | February 16 <sup>th</sup> |
|    | Outcome: Completed on time      |                            |  |                           |                           |
| 55 | Prepare statusreport #2         | Aileen Sun                 |  | February 13 <sup>th</sup> | February 13 <sup>th</sup> |
|    | Outcome: Completed on time      |                            |  |                           |                           |
| 61 | Prepare client meeting question | Warrick Tsui,              | Ken Cheng Aileen Sun, Akshaya Velmurugan, Ethan Lam, Youssef Bayoudh | February 28th             | February 27th             |

|    |   |                                   |   |               |               |
|----|---|-----------------------------------|---|---------------|---------------|
|    | Outcome: Completed on time, before tutorial meeting |                                   |   |               |               |
| 66 | Starting with some idea generation                  | Ken Cheng                         | Aileen Sun,<br>Akshaya Velmurugan,<br>Ethan Lam,<br>Youssef Bayoudh,<br>Warrick Tsui, | February 28th | February 27th |
|    | Outcome: Completed on time                          |                                   |   |               |               |
|    | Assign roles for DRG and CDS                        | Ken Cheng                         |   | February 27th | February 27th |
|    | Outcome: Completed on time                          |                                   |   |               |               |
| 70 | Introduction of DRG                                 | Aileen Sun,<br>Akshaya Velmurugan |   | Not decided   | Not finished  |
|    | Outcome: Not yet started                            |                                   |   |               |               |
| 71 | Project review DRG                                  | Ken Cheng                         |   | Not decided   | Not finished  |
|    | Outcome: Not yet started                            |                                   |   |               |               |
| 72 | Client Meeting #2 & PR Review DRG                   | Akshaya                           |   | Not decided   | Not finished  |
|    | Outcome: Not yet started                            |                                   |   |               |               |
| 73 | Project status DRG                                  | Warrick Tsui<br>Ethan Lam         |   | Not decided   | Not finished  |
|    | Outcome: Not yet started                            |                                   |   |               |               |

|    |                                       |              |                                       |             |              |
|----|---------------------------------------|--------------|---------------------------------------|-------------|--------------|
| 74 | Obstacles and opportunities DRG       | Aileen       |                                       | Not decided | Not finished |
|    | Outcome: Not yet started              |              |                                       |             |              |
| 75 | Conclusion and next steps DRG         |              |                                       | Not decided | Not finished |
|    | Outcome: Not yet started              |              |                                       |             |              |
| 77 | Executive Summary CDS                 | Ken Cheng    |                                       | Not decided | Not finished |
|    | Outcome: Not yet started              |              |                                       |             |              |
| 78 | Introduction & Conclusion CDS         | Aileen Sun   |                                       | Not decided | Not finished |
|    | Outcome: Not yet started              |              |                                       |             |              |
| 79 | Idea Generation CDS                   | Warrick Tsui | Aileen, Ken, Youssef, Akshaya, Ethan  | Not decided | Not finished |
|    | Outcome: Not yet started              |              |                                       |             |              |
| 80 | Idea Selection CDS                    | Aileen       | Warrick, Ken, Youssef, Akshaya, Ethan | Not decided | Not finished |
|    | Outcome: Not yet started              |              |                                       |             |              |
| 81 | Description of Alternative Design CDS | Youssef      |                                       | Not decided | Not finished |
|    | Outcome: Not yet started              |              |                                       |             |              |

|    |  |         |  |             |              |
|----|--|---------|--|-------------|--------------|
| 82 | Proposed<br>Conceptual Design<br>Specification | Akshaya |  | Not decided | Not finished |
|    | Outcome: Not yet started                       |         |  |             |              |
| 83 | Measure of<br>Success                          | Ethan   |  | Not decided | Not finished |
|    | Outcome: Not yet started                       |         |  |             |              |

## **Reflection**

### ***Team Issues Encountered***

- The team has only two days before the Client Meeting to revise PR, get EM approved, and send PR to the client.
- The team was confused of the DRG assignment – how would the structure of the presentation be – there seems to be an inconformity of the “instructions” and “presentation outline”.
- Client meeting number 2 on 1 st mars 2024 and PR feedback will be received on 28 th February 2024. Approval of the EM is required otherwise the client meeting will be delayed.

### ***Strategies to Address Team Issues***

- Seeking a vote to decide on a consensus and asking necessary questions to the TA to clarify differing interpretations of the project by different team members.
- Use of synonyms and making texts more concise
- Doing more primary and secondary research
- Preparing backup plans

### ***Team Decisions***

- The team will get to the tutorial early, actively ask any concerns, and try to finish revising the PR as soon as possible. If the team failed to get EM’s approval by the end of the tutorial, they send the client an email requesting a rescheduling of the Client Meeting.
- The team followed the “instructions” instead of “presentation outline” for DRG assignment and is going to ask the TA or EM during the tutorial.
- The team decided to email the TA and get feedback on the objective and constraints section.

---

Part B: Must be sent to your EM within 24 hours after tutorial.

---

Tasks to work on until the next Status Report. These must be **new** task numbers and must be added to your Gantt Chart accordingly. Add additional fields as necessary.

| Task # | Task Name | Accountable/ Owner | Responsible/ Assisting | Date Due |
|--------|-----------|--------------------|------------------------|----------|
|        |           |                    |                        |          |
|        |           |                    |                        |          |
|        |           |                    |                        |          |
|        |           |                    |                        |          |
|        |           |                    |                        |          |
|        |           |                    |                        |          |
|        |           |                    |                        |          |
|        |           |                    |                        |          |

## Appendices

### Appendix A : Relevant portion of Gantt Chart

