Status Report #	3	Date/Time	Feb 28, 2024				
Status Report #		Tutorial	0125				
Report Prepared by	Youssef Bayoudh						
Report Prepared for	Homayoun Abrishami						
(EM)							
Client Name	Lucy Chandler						
Project Title	Wellness Room Exp	ansion					
Team #	121	Team Leader:	Warrick Tsui				
Drainat Managari	Yongkang (Ken)	Contact Person:	Akshaya Velmurugan				
Project Manager:	Cheng						
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 Name Accountable	Responsibl e/	Date Due	Date
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#		Owner	Assisting		Completed					
33	PR Submission	Warrick Tsui		February 16 th	February 16th					
	Outcome: Completed on time									
52	PR reference listad document	Youssef Bayoudh		February 14 th	February 14 th					
		Outcon	ne: Completed or	n time						
53	Proof reading	Ethan Lam, Youssef Bayoudh	Akshaya Velmurugan , Ken Cheng, Aileen Sun, Warrick Tsui	February 15th	February 15th					
		Outcon	ne: Completed or	n time						
54	PR attribution table filled out	Ken Cheng		February 16 th	February16 th					
		Outcon	ne: Completed or	n time						
55	Prepare statusreport #2	Aileen Sun		February 13 th	February 13 th					
	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: Complet	ed on time, before	ore tutorial meeting					
66	Starting with some idea generation	Ken Cheng	Aileen Sun, Akshaya Velmurugan Ethan Lam, Youssef Bayoudh, Warrick Tsui,	February 28th	February 27th				
	Outcome: Completed on time								
	Assign roles for DRG and CDS	Ken Cheng		February 27th	February 27th				
		Outcor	me: Completed of	on time					
70	Introduction of DRG	Aileen Sun, Akshaya Velmurugan		Not decided	Not finished				
		Outc	ome: Not yet sta	nrted					
71	Project review DRG	Ken Cheng		Not decided	Not finished				
		Outc	come: Not yet st	arted					
72	Client Meeting #2 & PR Review DRG	Akshaya		Not decided	Not finished				
	Outcome: Not yet started								
73	Project status DRG	Warrick Tsui Ethan Lam		Not decided	Not finished				
		Outc	come: Not yet st	arted					

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74	Obstacles and opportunities DRG	Aileen		Not decided	Not finished
		Outc	ome: Not yet sta	rted	
75	Conclusion and next steps DRG			Not decided	Not finished
		Outcor	ne: Not yet starte	ed	
77	Executive Summary CDS	Ken Cheng		Not decided	Not finished
		Outcor	ne: Not yet starte	ed	
78	Introduction & Conclusion CDS	Aileen Sun		Not decided	Not finished
		Outcor	ne: Not yet starte	ed	
79	Idea Generation CDS	Warrick Tsui	Aileen, Ken, Youssef, Akshaya, Ethan	Not decided	Not finished
		Outcor	ne: Not yet starte	ed	
80	Idea Selection CDS	Aileen	Warrick, Ken, Youssef, Akshaya, Ethan	Not decided	Not finished
		Outcor	ne: Not yet starte	ed	
81	Description of Alternative Design CDS	Youssef		Not decided	Not finished
		Outcor	ne: Not yet starte	ed	

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82	Proposed Conceptual Design Specification	Akshaya		Not decided	Not finished					
	Outcome: Not yet started									
83	Measure of 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

(i)	Task Mode ▼ Task Name		▼ Duration	▼ Start ▼	Finish 💌	Dradacessors 16	2024 February 2024 March 5 19 22 25 28 31 03 06 09 12 15 18 21 24 27 01 04 07 10 13 16 19 2
V	First Client Email		1 day		4 Wed 24-01-24	riedecessois	Akshaya
1		nsibilities	1 day		4 Wed 24-01-24		
1	Share Course Schedule	Misibilities	1 day		Thu 24-01-25		Aileen, Akshaya, Ethan, Ken, Warrick, Youssef
./	★ Team Charter		5 days				
.,	ream Charter Client Meeting Plan			Wed 24-01-24Sun 24-01-28 Tue 24-01-30 Wed 24-01-31			Warrick
Υ,		- ^	2 days				Akshaya
ν.	Client Meeting Location		1 day		1 Wed 24-01-31		
~		eeting	1 day	Thu 24-02-01	Thu 24-02-01		Aileen, Akshaya, Ethan, Ken, Warrick, Youssef
V	Client Meeting		1 day	Fri 24-02-02	Fri 24-02-02	18	Aileen, Akshaya, Ethan, Ken, Warrick, Youssef
V	Tidy the Meeting Notes		2 days	Sat 24-02-03	Sun 24-02-04	21	ii Aileen
×	Team Meeting	1 day	Tue 24-02-06 Tu	ue 24-02-06	T		
×	4 Project Requirement	9 days	Tue 24-02-06 Ti	nu 24-02-15			
×	Problem Statement (writing) (draft)	2 days	Tue 24-02-06 W	ed 24-02-07			Akshaya
A	Problem Statement (map)	2 days	Tue 24-02-06 W	ed 24-02-07			Aileen, Ken
×	Service Environment (draft)	2 days	Tue 24-02-06 W	ed 24-02-07			Ken
×	Stakeholders (draft)	4 days	Tue 24-02-06 Sa	it 24-02-10			Aileen
×	Functions (draft)	4 days	Tue 24-02-06 Sa	it 24-02-10			Youssef
×	Objectives (draft)	4 days	Tue 24-02-06 Sa	it 24-02-10			Ethan
X	Constraints (draft)	4 days	Tue 24-02-06 Sa	it 24-02-10			Warrick
×	Team Meeting 1pm	1 day	Sat 24-02-10 Sa	it 24-02-10			-
X	Photo folder collects all research	1 day	Sat 24-02-10 Sa	it 24-02-10			—
×	Service Environment Floor Plan	1 day	Sat 24-02-10 Sa	it 24-02-10			→
×	Problem Statement (final)	3 days	Sun 24-02-11 Tu	ie 24-02-13 34			Akshaya, Aileen, Ethan, Warrick, Youssef
×	Service Environment (final)	3 days	Sun 24-02-11 Tu	ie 24-02-13 36			Ken
×	Stakeholders (final)	3 days	Sun 24-02-11 Tu	ie 24-02-13 37			Aileen
A	Functions (final)	3 days	Sun 24-02-11 Tu	ie 24-02-13 38			Youssef
A.	Objectives (final)	3 days	Sun 24-02-11 Tu	ie 24-02-13 39			Ethan
A	Constraints (final)	3 days	Sun 24-02-11 Tu	ie 24-02-13 40			Warrick
×	Executive Summary	3 days	Sun 24-02-11 Tu	ie 24-02-13			Warrick, Youssef, Ethan
A.	Introduction and conclusion	1 day	Tue 24-02-13 Tu	ie 24-02-13			Aileen
A	Format Reference List	1 day	Wed 24-02-14 W	ed 24-02-14 49			Youssef
×	Proof Read	2 days	Wed 24-02-14 Th	nu 24-02-15 50			Aileen, Akshaya, Ethan, Ken, Warrick, Youssef
×	Attribution Table	1 day	Wed 24-02-14 W	ed 24-02-14 52FF			Ken
×	Status Report & Gantt Chart #2	1 day	Tue 24-02-13 Tu	ie 24-02-13			Aileen,Ken
50	Team Meeting	1 day	Thu 24-02-15 Th	u 24-02-15	1		

1	*	Team Meeting	1 day	Thu 24-02-15	Thu 24-02-15	
	=	4 Client Meeting #2	4 days	Tue 24-02-27	Fri 24-03-01	
	A	PR revise	0.5 days	Wed 24-02-28	Wed 24-02-28	
	=	Send PR to EM	0.5 days	Wed 24-02-28	Wed 24-02-28	58
	=	Send PR to Client	1 day	Thu 24-02-29	Thu 24-02-29	59
<u></u>	A		3 days	Tue 24-02-27	Thu 24-02-29	
~	=	Team Meeting (Tuesday)	1 day	Tue 24-02-27	Tue 24-02-27	
	A	Tutorial	1 day	Wed 24-02-28	Wed 24-02-28	
	A	Team Meeting (Thursday)	1 day	Thu 24-02-29	Thu 24-02-29	
a	<u> </u>	Client Meeting	1 day	Fri 24-03-01	Fri 24-03-01	60,61
=	<u>_</u>	Some Idea Generation (see docs)	5 days	Mon 24-02-26	Fri 24-03-01	
	A	Team Meeting	1 day	Tue 24-03-05	Tue 24-03-05	
	A	Team Charter #2	1 day	Wed 24-03-06	Wed 24-03-06	
	A	Design Review Gateway	5 days	Fri 24-03-08	Wed 24-03-13	
.	A	Introduction	5 days	Fri 24-03-08	Wed 24-03-13	
.	A	Project Review	5 days	Fri 24-03-08	Wed 24-03-13	
.	A	Client Meeting #2 PR Review	5 days	Fri 24-03-08	Wed 24-03-13	
	A	Project Status	5 days	Fri 24-03-08	Wed 24-03-13	
å	×	Obstacles & Opportunities	5 days	Fri 24-03-08	Wed 24-03-13	
	A	Conclution / Next Steps	5 days	Fri 24-03-08	Wed 24-03-13	
•	A	4 Conceptual Design Specification	16 days	Thu 24-03-14	Sun 24-03-31	
C:0	<u> </u>	Executive Summary	11 days	Thu 24-03-14	Tue 24-03-26	
=	<u>_</u>	Introduction & Conclution	11 days	Thu 24-03-14	Tue 24-03-26	
C 00°	=	Idea Generation (writing)	11 days	Thu 24-03-14	Tue 24-03-26	
a	=	Idea Selection	11 days	Thu 24-03-14	Tue 24-03-26	

•	X	Conceptual Design Specification	16 days	Thu 24-03-14	Sun 24-03-31
oë.	=	Executive Summary	11 days	Thu 24-03-14	Tue 24-03-26
iii 🕹	<u></u>	Introduction & Conclution	11 days	Thu 24-03-14	Tue 24-03-26
oo'	<u></u>	Idea Generation (writing)	11 days	Thu 24-03-14	Tue 24-03-26
:	<u>_</u>	Idea Selection	11 days	Thu 24-03-14	Tue 24-03-26
o'e'	=	Description of Alternative Design	11 days	Thu 24-03-14	Tue 24-03-26
oë.	<u></u>	Proposed Conceptual Design Specification	11 days	Thu 24-03-14	Tue 24-03-26
o'e'	=	Measure of Success	11 days	Thu 24-03-14	Tue 24-03-26
	X	Team Meeting	1 day	Thu 24-03-14	Thu 24-03-14
	×	Team Meeting	1 day	Thu 24-03-21	Thu 24-03-21

