| **Status Report #** | 2 | **Date/Time Tutorial** | Feb 14, 2024  0125 |
| --- | --- | --- | --- |
| **Report Prepared by** | Aileen Sun | | |
| **Report Prepared for (EM)** | Homayoun Abrishami | | |
| **Client Name** | Lucy Chandler | | |
| **Project Title** | Wellness Room Expansion | | |
| **Team #** | 121 | **Team Leader:** | Warrick Tsui |
| **Project Manager:** | Yongkang (Ken) 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 14, 1:10 pm - 3:00 pm

MY 370

# Tasks Before the Meeting

* Finish Project Requirements first draft

# Tasks During Meeting

* Discuss any questions that arose when writing the draft (20 minutes)
* Provide feedback and seek TA feedback (30 minutes)
* Discuss reading week plans and potential use of CAD software (30 minutes)
* Resolve team members’ suggestions on PR (30 minutes)

**Task List**

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

| **Task #** | **Task Name** | **Accountable/ Owner** | **Responsible/ Assisting** | **Date Due** | **Date Completed** |
| --- | --- | --- | --- | --- | --- |
| 31 | Prepare status report #1 | Akshaya Velmurugan | Ken Cheng | February 7th | February 7th |
|  | Outcome: Completed on time | | | | |
| 34 | Map in PR problem statement fully drawn | Aileen Sun | Ken Cheng | February 7th | February 7th |
|  | Outcome: Completed on time | | | | |
| 35 | PR problem statement fully drafted | Akshaya Velmurugan | Warrick Tsui, Ken Cheng, Aileen Sun, Youssef Bayoudh, Ethan Lam | February 10th | February 10th |
|  | Outcome: Completed on time | | | | |
| 36 | PR service environment fully drafted | Ken Cheng |  | February 10th | February 10th |
|  | Outcome: Completed on time, before Saturday team meeting | | | | |
| 37 | PR stakeholders fully drafted | Aileen Sun |  | February 10th | February 10th |
|  | Outcome: Completed on time, before Saturday team meeting | | | | |
| 38 | PR functions fully drafted | Youssef Bayoudh | Warrick Tsui, Ken Cheng, Aileen Sun, Akshaya Velmurugan, Ethan Lam | February 10th | February 10th |
|  | Outcome: Completed on time, before Saturday team meeting | | | | |
| 39 | PR objectives fully drafted | Ethan Lam |  | February 10th | February 10th |
|  | Outcome: Completed on time, before Saturday team meeting | | | | |
| 40 | PR constraints fully drafted | Warrick Tsui |  | February 10th | February 10th |
|  | Outcome: Completed on time, before Saturday team meeting | | | | |
| 41 | Revisions with editing and feedback takes place during team meeting | Warrick Tsui | Akshaya Velmurugan, Ken Cheng, Aileen Sun, Youssef Bayoudh, Ethan Lam | February 10th | February 10th |
|  | Outcome: All members attended and provided feedback on other group members’ work | | | | |
| 42 | Photo folder in shared drive collects all primary research | Ken Cheng | Warrick Tsui, Akshaya Velmurugan, Aileen Sun, Youssef Bayoudh, Ethan Lam | February 10th | February 10th |
|  | Outcome: Completed during the team meeting | | | | |
| 43 | PR service environment floorplan drawn | Ken Cheng |  | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 44 | PR problem statement second draft revision | Akshaya Velmurugan | Warrick Tsui, Ken Cheng, Aileen Sun, Youssef Bayoudh, Ethan Lam | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 45 | PR service environment second draft revision | Ken Cheng | Warrick Tsui, Akshaya Velmurugan, Aileen Sun, Youssef Bayoudh, Ethan Lam | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 46 | PR stakeholders second draft revision | Aileen Sun | Warrick Tsui, Akshaya Velmurugan, Ken Cheng, Youssef Bayoudh, Ethan Lam | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 47 | PR functions second draft revision | Youssef Bayoudh | Warrick Tsui, Ken Cheng, Aileen Sun, Akshaya Velmurugan, Ethan Lam | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 48 | PR objectives second draft revision | Ethan Lam | Warrick Tsui, Akshaya Velmurugan, Ken Cheng, Youssef Bayoudh, Aileen Sun | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 49 | PR constraints second draft revision | Warrick Tsui | Ethan Lam, Akshaya Velmurugan, Ken Cheng, Youssef Bayoudh, Aileen Sun | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 50 | PR introduction and conclusion fully drafted | Aileen Sun | Warrick Tsui, Akshaya Velmurugan, Ken Cheng, Youssef Bayoudh, Ethan Lam | February 13th | February 13th |
|  | Outcome: Completed on time, before Wednesday team meeting | | | | |
| 51 | PR executive summary fully drafted |  |  | February 13th | February 13th |
|  | Outcome: Completed on time, before EM meeting | | | | |
| 52 | PR reference list and document fully formatted | Youssef Bayoudh |  | February 16th |  |
|  | Outcome: In progress; up to date with draft contents | | | | |
| 54 | PR attribution table filled out | Ken Cheng |  | February 16th |  |
|  | Outcome: In progress; up to date with draft contents | | | | |
| 55 | Prepare status report #2 | Aileen Sun | Ken Cheng | February 13th | February 13th |
|  | Outcome: Completed on time, before EM meeting | | | | |

**Reflection**

***Team Issues Encountered***

* Team could not come to a consensus on the primary function of the project
* Team ran past the allocated meeting time on Saturday, going 1 hour over

***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
* Putting aside discussion topics after they have run past allocated time in the agenda to be brought back only if there is time for them

***Team Decisions***

* Both major opinions were adapted, so that there are two main primary functions
* Team members who were not busy stayed for the meeting overtime, while team members who had to leave were briefed, and discussions were resolved on Instagram in the days after the team meeting

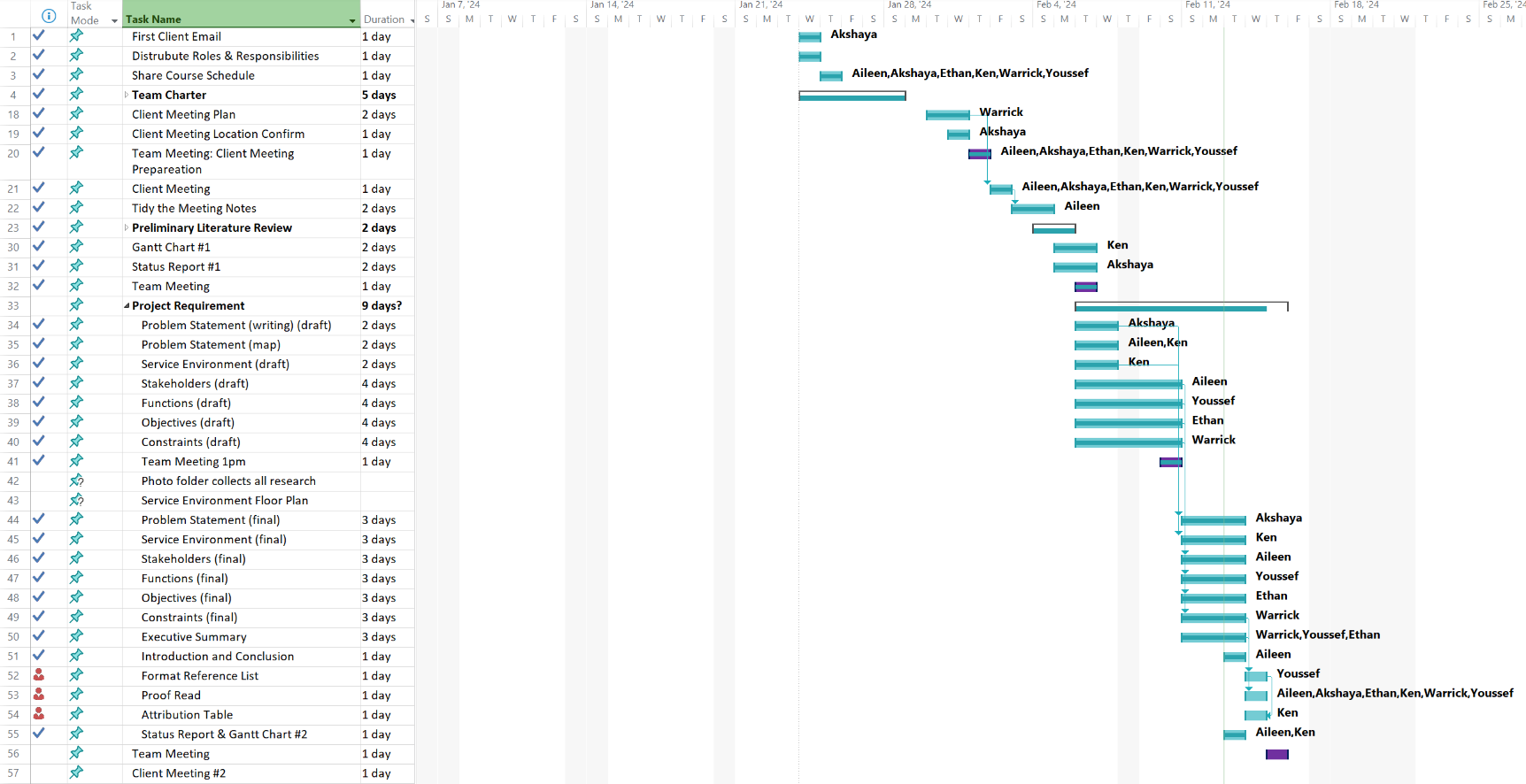
Part B: Must be sent to your EM within 24 hours after tutorial.

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** |
| --- | --- | --- | --- | --- |
| 56 | Complete formatting and citations | Youssef Bayoudh |  | 2024-02-15 |
|  |  | | | |
| 57 | Learn CAD software for CDS | Ken Cheng |  | 2024-02-25 |
|  |  | | | |
| 58 | Complete PR third draft, proofreading, submit | Aileen Sun | Warrick Tsui, Akshaya Velmurugan, Ken Cheng, Youssef Bayoudh, Ethan Lam | 2024-02-16 |
|  |  | | | |
| 59 | Complete individual idea generation | Warrick Tsui | Aileen Sun, Akshaya Velmurugan, Ken Cheng, Youssef Bayoudh, Ethan Lam | 2024-02-25 |
|  |  | | | |

**Appendices**

*Appendix A : Relevant portion of Gantt Chart*

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