| Status Report # | 4 | Date/Time  Tutorial | Mar 5th  0125 |
| --- | --- | --- | --- |
| Report Prepared by | Yongkang Cheng | | |
| Report Prepared for | Homayoun Abrishami | | |
| Client Name | Lucy Chandler | | |
| Project Title | Wellness Room Expansion | | |
| Team # | 121 | Team Leader | Warrick Tsui |
| Project Manager | Yongkang Cheng | Contact Person | Akshaya Velmurugan |
| Other Team Members | Aileen Sun | Ethan Lam | Youssef BAYOUDH |

# Tutorial Agenda

1. Spend ~10 minutes thinking about the difficulties that we faced
2. Revise the Team Charter
3. Ask questions about DRG
4. Create DRG Slide
5. Ask question about CDS

| **Task #** | **Task Name** | **Accountable/Owner** | **Responsible/Assisting** | **Date Due** | **Date Completed** |
| --- | --- | --- | --- | --- | --- |
| **58** | PR revision | Warrick | All | Wed,0228 | Wed,0228 |
|  | Outcome: Finished on time (9 pm) | | | | |
| **59** | Send PR to EM | Akshaya | All | Wed,0228 | Wed,0228 |
|  | Outcome: Finished on time (9 pm) | | | | |
| **60** | Send PR to client | Akshaya | All | Wed,0228 | Thu,0229 |
|  | Outcome: 1 day late due to not putting the doc into MS Teams and let EM know | | | | |
| **62** | Team meeting: Revise PR, DRG, CDS, and client meeting plan | Ken | All | Tue,0227 | Tue,0227 |
|  | Outcome: Didn’t revise PR because the feedback wasn’t ready. Distributed the workload of DRG and CDS | | | | |
| **64** | Team meeting: Rehearse client meeting, revise client meeting plan | Ken | All | Thu,0229 | Thu,0229 |
|  | Outcome: Finished on time. | | | | |
| **65** | Client Meeting | Warrick | All | Fri,0301 | Fri,0301 |
|  | Outcome: Hosted on time, questions were answered by the client. | | | | |
| **66** | Idea Generation (edit document) | Warrick | All | Sat,0302 | Tue,0305 |
|  | Outcome: The team generated enough ideas on time, while Ken added some ideas from ChatGPT on Tuesday as addition, which cost it three days late. | | | | |
| **67** | Team Meeting | Ken, Warrick | All | Tue,0305 | Tue,0305 |
|  | Outcome: The team had setted the internal deadlines for the Design Review Gateway, talked about the procedures of idea selection, and did feasibility checks for the generated ideas. | | | | |
| **68** | Morph Chart | Ethan |  | Tue,0305 | Tue,0305 |
|  | Outcome: Finished on time. | | | | |
| **69** | Feasibility Check | Akshaya | All | Tue,0305 | Tue,0305 |
|  | Outcome: The team went over all the ideas together on the Morph Chart. Finished on time. | | | | |
| **70** | Generate full solutions | All | All | Tue,0305 | Tue,0305 |
|  | Outcome: The team generated 56 full solutions in total. | | | | |
| **71** | Multi Voting | Warrick | All | Tue,0305 | Tue,0305 |
|  | Outcome: Through an online meeting, the team had done two rounds of multi-voting, and had selected 9 solutions. | | | | |

# Team Issues Encountered

* The team didn’t get the PR approved on Wednesday (two days before the client meeting)
* The team had some technical issue during the virtual client meeting: while everyone was using an iPhone to speak, they heard their own voice, which was distracting.
* Some of the teammate missed the internal deadline for idea generation

# Strategies to Address Team Issues

* Group discussion
* –
* Put off the internal deadline until Tuesday’s meeting

# Team Decisions

* The team replied to the EM on MS Teams channel and put the PR into the folder. Meanwhile, the team sent another email to the EM to apologize.
* The person takes off their earphones while speaking to avoid hearing their own voices.
* The team left 20 minutes in the beginning of Tuesday's team meeting for idea generation.

Part B: Must be sent to you EM 24 hours after tutorial

Tasks to work 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 |
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Appendix: Gantt Chart

