| Status Report # | 5 | Date/Time  Tutorial | Mar 19th  0125 |
| --- | --- | --- | --- |
| Report Prepared by | Warrick Tsui | | |
| 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

**Time & Place**

Wednesday, Mar 20, 1:00 pm - 3:00 pm

MY 370

**Tasks Before the Meeting**

1. Send email to Teaching Assistant to ask questions regarding the CDS
2. Members must complete document containing questions to ask the teaching team for the CDS deliverable
3. First rough draft (implementing TA feedback from Monday) of CDS complete

**Tasks During Meeting**

1. Rundown on each member’s progression on CDS document (10 minutes)
   * Reassign CDS work distribution or assign members to new tasks if needed
2. Continue revising CDS according to TA and peer feedback (Rest of tutorial)
3. Continue asking teaching team questions for sections on the CDS document (Rest of tutorial)

**Task List**

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

| **Task #** | **Task Name** | **Accountable/ Owner** | **Responsible/ Assisting** | **Date Due** | **Date Completed** |
| --- | --- | --- | --- | --- | --- |
| 72 | Team Charter #2 | Warrick | All | Wed, Mar 6 | Wed, Mar 6 |
|  | Outcome: All revisions to Team Charter implemented to the document and presented to the communications instructor on time. | | | | |
| 73 | Design Review Gateway Draft | Warrick | All | Wed, Mar 13 | Wed, Mar 13 |
|  | Outcome: Draft completed and presented to communications instructor (See Task 81) | | | | |
| 74 | DRG Draft: Introduction | Warrick |  | Sat, Mar 9 | Sat, Mar 9 |
|  | Outcome: Team member images and basic project information were added to the introduction. Draft completed on time and presented to the communication instructor (See Task 81). | | | | |
| 75 | DRG Draft: Project Review | Ethan, Youssef | All | Sat, Mar 9 | Sat, Mar 9 |
|  | Outcome: Visuals regarding project importance and gap/need/scope were added to the slide. Draft completed on time and presented to the communication instructor (See Task 81). | | | | |
| 76 | DRG Draft: Client Meeting #2 PR Review | Akshaya | All | Sat, Mar 9 | Sat, Mar 9 |
|  | Outcome: Details regarding the second client meeting were added to the slide. Draft completed on time and presented to the communication instructor (See Task 81). | | | | |
| 77 | DRG Draft: Project Status | Ethan, Warrick | All | Sat, Mar 9 | Sat, Mar 9 |
|  | Outcome: Draft completed on time and presented to the communication instructor (See Task 81). | | | | |
| 78 | DRG Draft: Obstacles and Opportunities | Aileen |  | Sat, Mar 9 | Sat, Mar 9 |
|  | Outcome: Draft completed on time and presented to the communication instructor (See Task 81). | | | | |
| 79 | Conclusion | Youssef | All | Sat, Mar 9 | Sat, Mar 9 |
|  | Outcome: Draft completed on time and presented to the communication instructor (See Task 81). | | | | |
| 80 | Team Meeting (MS Teams) | All | All | Sat, Mar 9 | Sat, Mar 9 |
|  | Outcome: Meeting began at planned time at 4PM, but ended at 6:30PM (lasting 90 more minutes than planned) due to more time being taken than expected to complete DRG outline. Subclaims and purpose statements were all completed at the end. | | | | |
| 81 | DRG Feedback with CI | All | All | Sun, Mar 10 | Sun, Mar 10 |
|  | Outcome: Presented a rough draft of presentation to CI. Feedback mainly surrounded the lack of clarity of claims, conciseness, and coherence of visuals with spoken content. | | | | |
| 82 | Design Review Gateway Final Draft | All | All | Wed Mar 13 | Wed Mar 13 |
|  | Outcome: Final draft completed and submitted to MS Teams on time. | | | | |
| 83 | Team Meeting (Myhal 8th Floor + MS Teams) | All | All | Tue, Mar 12 | Tue, Mar 12 |
|  | Outcome: Aileen and Akshaya attended the meeting on MS Teams, the rest meeting at Myhal Centre 8th floor. Clarified all the sub-claims and slides that each member is responsible for at 9pm. | | | | |
| 84 | Team Meeting (ECE Common Room) | All | All | Wed, Mar 13 | Wed, Mar 13 |
|  | Outcome: Team met up in the ECE common room and rehearsed the DRG presentation 5 times to practice our tone, pace, and standing. | | | | |
| 85 | Design Review Gateway Presentation | All | All | Wed, Mar 13 | Wed, Mar 13 |
|  | Outcome: Delivered presentation to EM, CI, TA, and the tutorial section on time. | | | | |
| 86 | Team Meeting (Idea Selection) | All | All | Thur, Mar 14 | Thur, Mar 14 |
|  | Outcome: Using the Graphical Decision Chart, chose three solutions out of the ten from Multi-Voting (See Task #71) by ranking their ability to meet the three most important objectives. Then used Pugh’s method to choose a single solution out of the three alternatives to recommend to the client. | | | | |
| 87 | CDS First Draft | Warrick | All | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time. | | | | |
| 88 | Executive Summary | Ken, Akshaya |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time | | | | |
| 89 | Introduction and Conclusion | Aileen |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time. | | | | |
| 90 | Idea Generation | Warrick |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time. | | | | |
| 91 | Idea Selection | Aileen |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time. | | | | |
| 92 | Description of Alternative Design | Youssef |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time. | | | | |
| 93 | Proposed Conceptual Design Specification | Akshaya |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time. | | | | |
| 94 | Blender/3D Modelling of Solutions | Ken |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: Rough model for wellness room completed on time. | | | | |
| 95 | Measures of Success | Ethan |  | Sun, Mar 17 | Sun, Mar 17 |
|  | Outcome: First Draft completed on time. | | | | |
| 96 | PR Revision | All | All | Sun, Mar 17 | Mon, Mar 18 |
|  | Outcome: Task revisited and completed one day late after consultation with TA office hours (See Task #98) | | | | |
| 97 | Send Email to TA for questions | Warrick | Akshaya | Mon, Mar 18 | Mon, Mar 18 |
|  | Outcome: Email successfully sent to TA to confirm office hours. | | | | |
| 98 | Office Hours with TA | All | All | Mon, Mar 18 | Mon, Mar 18 |
|  | Outcome: Meeting occurred accordingly at MY380 to clarify on PR document. | | | | |

Team Issues Encountered

1. Multiple sections of the DRG were improvised during the CI feedback meeting as some parts were incomplete (see Task #81)
2. CI feedback led to DRG sections needing to be restarted or reorganized. The roles and work distribution was unclear the day before the presentation (March 12th)
3. On March 12th, the team was unable to gather everyone for an in-person, on-campus meeting
4. Team had difficulty putting together a cohesive CDS rough draft by Sunday due to uncertainties regarding certain sections.

Strategies to Address Team Issues (Numbers corresponding to team issues stated above)

1. Most of the time between that meeting and the presentation were spent on implementing CI feedback.
2. In the team meeting that evening, the team first focused on redistributing each member’s workload before proceeding to complete the DRG
3. All the members still on campus (Warrick, Ethan, Youssef, and Ken) gathered in person at the 8th floor of Myhal Centre, while Aileen and Akshaya attended online on Microsoft Teams.
4. Team redefined “rough draft” as point form notes.

Team Decisions

1. After the CI feedback meeting (See Task #81) Task #75 has been re-assigned to Youssef and Ethan when working on DRG.
2. Task #88 put on hold as Executive Summary should actually be completed last.
3. New Task #94 “3D/Blender” task added to gantt chart to clarify that Ken is focusing on making models of the wellness room.
4. A new document is made to record any questions to be asked to the TA regarding the Project Requirements Revision and the Conceptual Design Specifications.

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** |
| --- | --- | --- | --- | --- |
| 99 | Conceptual Design Specification (Second Draft) | Warrick | All | Wed, Mar 20 (Midnight) |
|  |  | | | |
| 100 | Executive Summary | Ken, Akshaya | All | Wed, Mar 20 (Midnight) |
|  | Note: Due date subject to change depending on progress on other tasks. | | | |
| 101 | Introduction and Conclusion | Aileen | All | Wed, Mar 20 (Midnight) |
|  |  | | | |
| 102 | Idea Generation (Writing) | Warrick | All | Wed, Mar 20 (Midnight) |
|  |  | | | |
| 103 | Idea Selection | Aileen | All | Wed, Mar 20 (Midnight) |
|  |  | | | |
| 104 | Description of Alternative Designs | Youssef | All | Wed, Mar 20 (Midnight) |
|  | Note: Ken’s 3D Models will be integrated into this section. | | | |
| 105 | Proposed Conceptual Design Specification | Akshaya | All | Wed, Mar 20 (Midnight) |
|  | Note: Ken’s 3D Models will be integrated into this section. | | | |
| 106 | Blender/3D Model: Polished Draft | Ken |  | Wed, Mar 20 (Midnight) |
|  |  | | | |
| 107 | Measures of Success | Ethan | All | Wed, Mar 20 (Midnight) |
|  |  | | | |
| 108 | Final PR Revision | All | All | Wed, Mar 20 (Midnight) |
|  | Note: All edits on the CDS from here on will depend on these final revisions | | | |
| 109 | Final CDS Draft | All | All | Sun, Mar 24 |
|  |  | | | |
| 110 | Team Meeting | All | All | Thurs, Mar 21 |
|  | Note: Taking place at Sandford Fleming ECF Library, 12pm to 1pm. | | | |
| 111 | Send Email to TA to ask questions regarding CDS | Akshaya |  | Canceled |
|  | Note: Task is cancelled since TA is no longer allowing more emails to be sent regarding the CDS. | | | |

Appendix A: Relevant Portions of the Gantt Chart



