| Status Report # | 6 | Date/Time  Tutorial | April 2nd  0125 |
| --- | --- | --- | --- |
| Report Prepared by | Ethan Lam | | |
| 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, April 3, 1:00 pm - 3:00 pm

MY 370

**Tasks Before the Meeting**

1. To prepare for the CDS debrief, read over the rubric and comments left by the TA on the CDS document
2. 3D MoS virtual model must be complete and measurements for the MoS must be ready to be conducted
3. First rough outline of Final Presentation must be complete and slides should be mapped out

**Tasks During Meeting**

1. Rundown on each member’s progression on 3D MoS model and Final Presentation outline and slides (25 minutes)
   * Reassign MoS and Final Presentation work distribution or assign members to new tasks if needed
2. Revise CDS according to TA feedback from CDS debrief (Rest of tutorial)
3. Continue asking teaching team questions for feedback on Final Presentation or MoS (Rest of tutorial)
4. Plan out client meeting #3 and potential questions to ask the client (Rest of tutorial)

**Task List**

(Please refer to Appendix A for the relevant section of the Gantt Chart.)

| **Task #** | **Task Name** | **Accountable/ Owner** | **Responsible/ Assisting** | **Date Due** | **Date Completed** |
| --- | --- | --- | --- | --- | --- |
| 99 | Conceptual Design Specification (Second Draft) | All | All | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: The second draft of the CDS was completed on time, but its poor quality resulted in an emergency online team meeting on Saturday being deemed urgent, necessary, and mandatory (See Task #112) | | | | |
| 100 | Executive Summary | Akshaya | Ken | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Second Draft completed on time. Changes were implemented according to TA feedback. | | | | |
| 101 | Introduction & Conclusion | Aileen |  | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Second Draft completed on time. Changes were implemented according to TA feedback. | | | | |
| 102 | Idea Generation (writing) | Warrick |  | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Second Draft completed on time. Changes were implemented according to TA feedback. | | | | |
| 103 | Idea Selection | Aileen |  | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Second Draft completed on time. Multimodal elements were mainly revised to ensure clarity and precision. | | | | |
| 104 | Description of Alternative Designs | Youssef |  | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Second Draft completed on time. Significant changes were made to each alternative design with input from most of the team based on TA feedback. | | | | |
| 105 | Proposed Conceptual Design Specification | Akshaya |  | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Second Draft completed on time. Some research was implemented to support claims and multimodal elements were considered. | | | | |
| 106 | Blender/3D | Ken |  | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Rough 3D models of windows for Section 6.3 (Description of Alternative Designs) completed on time. | | | | |
| 107 | Measures of Success | Ethan |  | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Second Draft completed on time. Changes were implemented according to TA feedback and more research was gathered to support test plans and procedures. | | | | |
| 108 | Final PR Revision | All | All | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Members revisited the respective parts of the PR that they had worked on and implemented the necessary changes to support the CDS. In particular, there were significant revisions of the Service Environment, Objectives, and Constraints to cut word count and ensure consistent documentation. | | | | |
| 109 | Team Meeting | All | All | Thu, Mar 21 | Thu, Mar 21 |
|  | Outcome: Section 6.3 (Description of Alternative Designs) still required significant effort after the second draft, as the floor plans were incomplete. The meeting primarily focused on determining the layout of each alternative design. | | | | |
| 110 | Conceptual Design Specifications (Final) | All | All | Sun, Mar 24 | Mon, Mar 25 |
|  | Outcome: The second draft of the CDS did not meet the team’s standards and thus, the final CDS documentation was submitted after the internal deadline and right before the external deadline to ensure the deliverable was of higher-quality. | | | | |
| 111 | Send Email to TA (ask questions) | Akshaya |  |  | Canceled |
|  | Outcome: Task is cancelled since TA is no longer allowing more emails to be sent regarding the CDS. | | | | |
| 112 | Team Meeting (redistribute workload) | All | All | Sat, Mar 23 | Sat, Mar 23 |
|  | Outcome: Discussion of the second draft of the CDS indicated that several changes were required to be implemented as the quality of content was not up to our team’s standards. For example, Section 6.3 (Description of Alternative Designs) and Section 7.0 (Proposed Conceptual Design Specification) lacked multimodal elements. Tasks were redistributed. | | | | |
| 113 | Final Edit | All | All | Sun, Mar 24 | Mon, Mar 25 |
|  | Outcome: Due to the redistribution of workload and sheer amount of editing to be done on the CDS documentation (See Task #112), the final edits took far longer than anticipated, resulting in a 1-day delay. This prompted a team meeting to discuss our team dynamics and how we could prevent a delay as such from happening in future team assignments (See Task #114). | | | | |
| 114 | Teamwork Analysis Meeting | All | All | Wed, Mar 27 | Wed, Mar 27 |
|  | Outcome: The team openly discussed conflicts and issues we had with our team dynamics that led to the delay in the CDS submission (See Task #113 and Task #112). Moving forward, everyone was reminded of their roles and responsibilities as stated in the Team Charter as well as the goals and expectations set earlier in the course. | | | | |
| 115 | Measures of Success | Ethan, Youssef, Ken |  | Thu, Apr 4 | Waiting on Task #120 |
|  | Outcome: Originally, the 3D MoS virtual model was planned to be completed on Monday, April 1, but the team agreed that this was too ambitious so the completion of the MoS model, including the measurements, was pushed back to Thursday, April 4. | | | | |
| 116 | Model the Room | Ken | Ethan, Youssef | Tues, Apr 2 | Tues, Apr 2 |
|  | Outcome: Room fully modelled on time. | | | | |
| 117 | Research for Components | Ethan |  | Mon, Apr 1 | Mon, Apr 1 |
|  | Outcome: Research for components completed on time. | | | | |
| 118 | Model Room Components | Ken | Youssef | Tues, Apr 2 | Tues, Apr 2 |
|  | Outcome: Model of room components completed on time. | | | | |
| 119 | Model Room Framework | Ken |  | Tues, Apr 2 | Tues, Apr 2 |
|  | Outcome: Model of room framework completed on time. | | | | |
| 120 | Measure the light | Ken |  | Thur, Apr 4 | TBD |
|  | Outcome: Due to Task #115 being delayed, the outcome of this task is currently unknown. | | | | |
| 121 | Team Meeting | All | All | Tues, Apr 2 | Tues, Apr 2 |
|  | Outcome: The four subclaims for the Final Presentation were clarified and agreed upon. The MoS will proceed as scheduled unless the CDS debrief necessitates modifications. | | | | |

Team Issues Encountered

1. The second draft of the CDS was not cohesive and not all members agreed to the content being documented.
2. CDS internal deadlines were not achieved as the quality of the documentation was far below standards (See Task #113).
3. There was an uneven distribution of workload due to poor planning, lack of communication, and last-minute revisions on the CDS.
4. The team was too ambitious in getting the 3D MoS virtual model complete.

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

1. The team meeting on Thursday, March 21 (See Task #109) was mainly focused on clearly mapping out our alternative designs with input from all team members to ensure that all members were in agreement.
2. An emergency online team meeting was hosted on Saturday, March 23 (See Task #112) to address the changes necessary to the CDS documentation in order to bring it up to standards. This necessitated tasks to be redistributed and responsibilities to be reconsidered.
3. A team meeting dedicated to teamwork analysis and addressing issues with team dynamics was hosted on Wednesday, March 27 (See Task #114). The Team Charter was revisited to ensure that all members knew their roles and responsibilities and will continue to follow the guidelines outlined in the charter.
4. Team moved the internal deadline from April 1 to April 4 as the creation of the 3D MoS model is not a critical task.

Team Decisions

1. Section 6.3 (Description of Alternative Designs) of the CDS was reassigned to both Youssef and Ethan and section 7.0 (Proposed Conceptual Design Specification) was reassigned to Warrick.
2. For future tasks, rather than just stating that a rough copy must be completed, the content of the draft, including multimodal elements, must be decided upon as an entire team.
3. The Team Leader should be more assertive when making team decisions and the Project Manager should be closely monitoring the progress of each individual.
4. Task #120 has been delayed as the 3D MoS model must be entirely complete before measurements and tests can be conducted.

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** |
| --- | --- | --- | --- | --- |
| 122 | Tutorial (CDS revision, MoS, FP) | All | All | Wed, Apr 3 |
|  | Note: Major revisions to the CDS will prompt a revision of the subsequent tasks. | | | |
| 123 | Final Presentation (draft without hook) | All | All | Tues, Apr 9 |
|  |  | | | |
| 124 | FP Outline | All | All | Thur, Apr 4 |
|  |  | | | |
| 125 | Problem Description Slide | Warrick |  | Sun, Apr 7 |
|  |  | | | |
| 126 | Proposed Design Slide | Youssef, Aileen |  | Sun, Apr 7 |
|  |  | | | |
| 127 | MoS Slide | Ethan, Ken |  | Sun, Apr 7 |
|  | Note: Model and measurements for MoS must be fully complete before these slides can be created. | | | |
| 128 | Next Steps Slide | Akshaya |  | Sun, Apr 7 |
|  |  | | | |
| 129 | FP - hook | Warrick | All | Mon, Apr 8 |
|  | Note: Deadline on decision for the FP hook may need to be moved forward depending on the nature of the hook. | | | |
| 130 | Client Meeting #3 | All | All | Tues, Apr 9 |
|  | Note: Taking place at Chestnut Residence Life Office, 12:30 pm to 1:30 pm. | | | |
| 131 | Team Meeting (FP rehearsal) | All | All | Tues, Apr 9 |
|  | Note: Taking place at Sandford Fleming ECF Library, 1:30 pm to 2:30 pm. | | | |
| 132 | FP rehearsal | All | All | Fri, Apr 12 |
|  | Note: Taking place from 12:30 pm to 1:00 pm | | | |

**Appendix A: Relevant Portions of the Gantt Chart**



