Internal Correspondence

To: Robin Evans
From: Josh Tang
Subject: Revision Plan
Date: December 15, 2015

Purpose
This memo exists to provide you with a self assessment of the progress made towards creating the 3D Scanner for Android and more importantly assessing the efforts put into proposing the project. The assessment will be followed by a brief revised plan to propose and implement the 3D Scanner for Android.

Performance Assessment
      The project proposal went fairly smoothly, with most issues arising from two factors: timeliness and ease of expression. Many of the project milestones were completed very close to their deadlines if not late. This likely contributed to the sometimes less than perfect expression both in progress milestones and during presentations. While some of these issues stem from a degree of awkwardness when talking to a camera, most denotes a lack of rigorous planning which is something which should be improved upon.
      While the implementation of the Scanner has advanced as expected, the work could have been better distributed as opposed to having half the group working on the project constantly while the other half of the group did not contribute much at all. This is in part due to the level of specialization of the project which resulted in some of the team members being unsuited to perform the work, but it is also due to a lack of delegation on myself and Austin's part, who as team leads should have redistributed the parts so that the other two team members could work on their parts.
      Overall, the project went very well, with the research being done very early on in the process and a lot of progress being made by mid semester. I learned a lot about 3D reconstruction and camera calibration and feel that this experience has widened the career opportunities available to me.

Revision Plan
      This project would have been greatly improved by defining a more in depth timeline, preferably with deadlines for deliverables due before the actual deadlines in order to allow time for editing and improving the deliverables. This should solve both the timeliness issue and help convey the message of the proposal more clearly. Additionally, having someone in the room to record the pitch video would have helped me be a little more coherent in said video.
      In hindsight, the implementation of the Scanner could have been sped up. I should have researched auto-calibration in more detail as some frameworks that preform similarly to the one we developed are available for commercial-use for free. The team should have split in two with the two team leads (Austin and I) each delegating to a subordinate rather than split the work four ways and assign each person a quarter of the work. As we saw at the end of the semester, this got a lot more work accomplished.