Archit Enterprises
Team 20
Lab number 1
Management Report
February 6th, 2013
Version 1.0

By signing below, each group member approves of this document and contributed fairly to its completion.

Raymond Tang, Andrew McMillion, Archit Rupakhetee, Tyler Lenig

On our honors, as students of the University of Virginia, we have neither received nor given unauthorized aid on this assignment.

Raymond Tang, Andrew McMillion, Archit Rupakhetee, Tyler Lenig

Contents

Management Responsibilities

Scheduling and task assignment was undertaken by Tyler Lenig.

Configuration management and file system control was undertaken by Archit Rupakhetee, Andrew McMillion and Raymond Tang.

Document preparation was undertaken by every member of our group.

Presentation preparation was undertaken by every member of our group.

Web site development was undertaken by Raymond Tang.

Group Member Contributions

Raymond Tang was our main website developer. His main responsibilities for this week were to set up the initial website, upload all documents to the website, ensure all documents are easily found on the website and to set up the development environment and version control systems.

Andrew McMillion worked closely with the prototyping aspect of this lab. His main responsibilities were to experiment with the robot in lab, develop various prototypes, develop a comprehensive summary of the prototype and ensure the summary was included in the prototype document.

Archit Rupakhetee was the key member working on risk analysis and the manager for this lab. His main responsibilities were to analyze each individual risk provided in the pre-lab, develop details of each risk, develop solutions to reconcile each risk and ensure all risk information was included in the risk analysis document.

Tyler Lenig worked mainly on document preparation and formatting. His main responsibilities were to ensure that each document had the required sections (front, approval, pledge and contents pages), ensure that each document was formatted correctly, ensure each document was without grammatical mistakes and to ensure that each document was aesthetically pleasing.

Weekly Meeting Report

Attendees:

Raymond Tang, Archit Rupakhetee, Andrew McMillion and Tyler Lenig

Location and time:

Clemons Library at 6 PM

Agenda:

Complete post-lab 1

Get everyone up to speed on file sharing and development environment

Begin working on pre-lab 2

Results:

Our meeting was a successful one. Each member was able to attend, which made it easy to complete every task on our agenda. We were able to create the four separate documents needs for post-lab 1, organize a repository on Github for our code, organize a Google doc environment for document compilation and editing and begin discussing the various parts needed for pre-lab 2.

Upcoming Schedule

Ensure all documents are completed with proper formatting and key sections included

> This task will be completed by each group member by February 7th.

Ensure all documents are added to the Github repository.

> This task will be completed by Tyler Lenig by February 8th.

Ensure all documents are placed in an easily accessible way on the website.

> This task will be completed by Raymond Tang by February 11th.

Along with these concrete tasks to complete, we will also be meeting with our partner group and be complete the pre-lab by February 11th.

Unresolved Issues

We unfortunately have not contacted the other team. We are currently in the process of doing so. Other than that, we believe we have completed all of the requirements to specification.