

Part A: Complete before your weekly EM meeting in weeks with a scheduled Status Report. Submitted to your EM via MS Teams.

Date / Time of EM Meeting: 9<sup>th</sup> March, 2021

Report Prepared by: Rishistav Ray

Report Prepared for: Team 80 Engineering Manager – Bandana Hurtig

Team #80

Client Name: Birch Housing – Margie Carlson

Project Title: Laundry Room Accessibility at Manor Green

Project Manager: Gunin Wasan

Team Leader: Shreyaansh Dadoo

Contact Person: Rohan Gupta

Other Team Members:

Akshat Singh

Vedant Gupta

## Tasks

The following table (Table 1) lists all completed tasks from 02-23-21 to 03-08-2021 along with relevant dates and people assigned for completion of these tasks. The corresponding Gantt Chart can be found in Appendix (Fig 1).

Table 1: Completed tasks

Task Name	Start	Due Date	Date Completed	Person Assigned
3.0 Project Requirements	02-10-21	02-28-21	02-28-21	
3.5 Objectives	02-14-21	02-27-21	02-27-21	Vedant Gupta
3.6 Constraints	02-14-21	02-27-21	02-27-21	Gunin Wasan
3.7 Service Environment	02-10-21	02-27-21	02-27-21	Akshat Singh
3.8 Executive Summary	02-27-21	02-28-21	02-28-21	Rohan Gupta
3.9 Proofreading	02-27-21	02-28-21	02-28-21	Rishistav Ray
3.10 Attribution Table	03-08-21	03-11-21	03-08-21	Shreyaansh Dadoo
Notes: The Executive Summary was completed as a team and the aforementioned people assigned, ensured completion of tasks. Outcome: The Project Requirements document was prepared within the Due Date and submitted by the Team Leader.				
4.0 Research	02-27-21	02-27-21	02-27-21	
4.1 Normal and Extreme temperature ranges inside Laundry Room	02-27-21	02-27-21	02-27-21	Akshat Singh
Outcome: The service environment was modified to include separate temperature ranges instead of one single temperature range to improve precision.				
4.2 ISO standards	02-27-21	02-27-21	02-27-21	Vedant Gupta
Outcome: ISO standards provided useful measurements regarding wheelchair mobility and other objectives which consequently helped determining the metrics.				
4.3 Accessibility Laws in Ontario	02-27-21	02-27-21	02-27-21	Gunin Wasan (Prime), Shreyaansh Dadoo
Outcome: Accessibility Laws provided the team with Safety and Accessibility Standards and ensured that constraints imposed by Client were within the scope of the project.				

5.0 Analyzed floor plan to simplify measurements	03-08-21	03-31-21	03-08-21	Rohan Gupta
Outcome: The floor plan was converted from a rough drawing to understandable measurements.				
6.0 Conceptual Design Specifications	01-08-21	03-31-21		
6.1 Required edits to project requirements	03-01-21	03-31-21	03-08-21	Shreyaansh Dadoo (Prime), Rishistav Ray
Outcome: The information from the floor-plan analysis was incorporated into the Service Environment section.				

### Problems Encountered

1. The information requested from the Client was received after the Project Requirements deadline due to which the team was not able to include the precise dimensions of the Service Environment.
2. The team could not decide if **potential** stakeholders were to be included in the Project Requirements document.

### Strategies to Address Problems

1. The team utilized estimation to determine appropriate values for use in PR. These estimations were backed by valid estimation techniques and assumptions that were listed in Appendix E.
2. The team consulted the Communication Instructor and understood the ambiguity of the situation. The CI suggested the team to consult the TA regarding the issue, where the TA allowed us to list the potential stakeholders along with possible and valid stakeholder interests.

### Team Decisions

1. As per the client requirements and scope of the project, the team decided to cater to specific disabilities and excluded psychological disabilities.
2. For Status Reports, the team agreed upon using the same software for creating Gantt Charts to ensure uniformity and team members will be obliged to share their respective Excel files to the member in-charge of the next Status Report.

## ADDITIONAL COMMENTS

1. The team has received feedback from the TA regarding the Team Charter. The team will reformulate the Conflict Resolution process and make it more systematic. This process will be discussed in the presence of all Team members.
2. In the next Client Meeting, the team will confirm the involvement of stakeholders such as the staff maintaining the laundry room and contractors.
3. The team adhered to all internal deadlines as discussed. However, the internal deadlines for the Executive Summary and Proofreading were the same as the Due Date of the PR. Though this wasn't problematic, the team will discuss strategies to avoid last minute hassles and push back internal deadlines.

## Appendix

Fig 1: Gantt Chart

