

# Team 19 Management Report

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## Laboratory # 3: Implementation Planning

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### *Work Product*

Weekly management report containing the responsibilities of each member over the course of the week and his/her contributions to the weekly tasks. Also includes tasks completed during the meeting, a schedule for the upcoming week, and any significant unresolved problems encountered.

### *Document Revision Information*

March 1, 2013 - Created

## Approval Sheet

All group members whose names are listed below approve of the document and contributed fairly.

**Morgan, Laura**  
**Miaw, Jireh**  
**Hauser, Steven**  
**Dworak, Catherine**  
**Bertoglio, David**

## Pledge

On my honor, as a student, I have neither given nor received unauthorized aid on this assignment.

**Morgan, Laura**  
**Miaw, Jireh**  
**Hauser, Steven**  
**Dworak, Catherine**  
**Bertoglio, David**

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## Management Responsibilities

Laura Morgan:	Document preparation
Jireh Miaw:	Scheduling and task assignment
David Bertoglio:	Configuration management and file system control
Catherine Dworak:	Web site development
Steven Hauser:	Presentation preparation

## Contributions

Laura Morgan:

Jireh Miaw:

- Documented tasks completed during the management meeting in the report
- Calculated COCOMO effort cost estimate and documented results
- Create process report

Steven Hauser:

- Defined new risks and documented resolution approaches

Catherine Dworak:

- Updated milestones and associated schedule
- Created work breakdown structure

David Bertoglio:

- Updated milestones and associated schedule
- Created work breakdown structure

# Meeting Overview

## Attendees:

Laura Morgan  
Jireh Miaw  
Steven Hauser  
Catherine Dworak  
David Bertoglio

## Meeting Location:

Rice Hall: Third Floor

## Meeting Time:

Friday, 1:00 p.m. to 4:00 p.m.

## Agenda:

### Postlab 3:

- Define new risks and document resolution approaches
- Update milestones and associated schedule
- Create work breakdown structure
- Create Gantt chart based on milestones
- Create process report
- Create specification critique for on-board and debugger specification
- Calculate COCOMO effort cost estimate
- Create Management report

### Prelab 4:

- Develop skeleton of a test tool for the on-board robot
- Revise and refine the draft specification for the communications protocol
- Create a presentation for the protocol specification and test tool

## List of Completed Tasks

- Define new risks and document resolution approaches
- Update milestones and associated schedule
- Create work breakdown structure
- Create process report
- Calculate COCOMO effort cost estimate
- Create Management report
- Revise and refine the draft specification for the communications protocol

## Schedule for Upcoming Week

### Additional Meeting:

March 3, 2013 at 3:30 p.m in Rice 3<sup>rd</sup> floor

### Tasks to be Completed:

Laura Morgan

- Complete specification critique

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Jireh Miaw

Steven Hauser

- Create Gantt Chart
- Finish work breakdown structure

March 3

March 3

Catherine Dworak

David Bertoglio

- Create on-board test tool skeleton

March 3

## Unresolved Problems