

## Team 19 Management Report

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### Laboratory # 2: Requirements and Specification

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

### *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*

Feb 22, 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:

- Created Specifications Verification template
- Created positive critique document

Jireh Miaw:

- Documented tasks completed during the management meeting in the report
- Created event table for specifications document
- Created mode definition table for specifications document
- Created process report
- Designed company logo

Steven Hauser:

- Created Gantt chart

Catherine Dworak:

- Created input data items and glossary for specifications document
- Compiled work for specifications document
- Compiled presentation for prelab 3
- Completed specifications verification

David Bertoglio:

- Created output data items for specifications document
- Tested movement capabilities of robot
- Finished draft communications protocol specifications document
- Started presentation for prelab 3

## 117 Meeting Overview

### 118 Attendees:

119 Laura Morgan  
120 Jireh Miaw  
121 Steven Hauser  
122 Catherine Dworak  
123 David Bertoglio

### 124 Meeting Location:

125 Rice Hall: Third Floor

### 126 Meeting Time:

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

### 128 Agenda:

#### 129 Postlab 2:

- 130 • Complete specifications document for GUI
- 131 • Inspect specifications document
- 132 • Thoroughly document the inspection
- 133

#### 134 Prelab 3:

- 135 • Create presentation on partner group's specification
- 136 • Positive critique of partner group's specification
- 137 • Summary Process Report for the project
- 138 • Create a work breakdown structure
- 139 • Create a schedule with milestones

### 140 List of Completed Tasks

- 141 • Complete specifications document for GUI
- 142
- 143

144 **Schedule for Upcoming Week**

145 **Additional Meeting:**

146 Feb 24, 2013 at 3:30 p.m in Rice 3<sup>rd</sup> floor

147 **Tasks to be Completed:**

148 Laura Morgan

149 Jireh Miaw

150 • Complete Management Report Feb 24

151 • Finish event table for specifications document Feb 24

152 Steven Hauser

153 • Create presentation for prelab 3 Feb 24

154 Catherine Dworak

155 • Manage documents and update website Feb 24

156 David Bertoglio

157 • Test robot movement capabilities Feb 24

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159 **Unresolved Problems**

160 • Partner group has not finished specifications document

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