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Feb 22, 2013

2 Team 19 Management Report

3 Laboratory # 2: Requirements and Specification

4

5 Morgan, Laura

6 Miaw, Jireh

7 Hauser, Steven

8 Dworak, Catherine

9 Bertoglio, David

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11

12 *Work Product*

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

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18 *Document Revision Information*

19 Feb 22, 2013 - Created

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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

64	Table of Contents	
65	Management Responsibilities.....	4
66	Contributions	4
67	Meeting Overview.....	5
68	Attendees:.....	5
69	Meeting Location:	5
70	Meeting Time:	5
71	Agenda:	5
72	Postlab 2:.....	5
73	Prelab 3:	5
74	List of Completed Tasks	5
75	Schedule for Upcoming Week	6
76	Additional Meeting:	6
77	Tasks to be Completed:.....	6
78	Unresolved Problems.....	6
79		
80		
81		
82		
83		
84		
85		
86		
87		

88 **Management Responsibilities**

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

94 **Contributions**

95	Laura Morgan:	
96	•	Created Specifications Verification template
97	•	Created positive critique document
98	Jireh Miaw:	
99	•	Documented tasks completed during the management meeting in the report
100	•	Created event table for specifications document
101	•	Created mode definition table for specifications document
102	•	Created process report
103	•	Designed company logo
104	Steven Hauser:	
105	•	Created Gantt chart
106	Catherine Dworak:	
107	•	Created input data items and glossary for specifications document
108	•	Compiled work for specifications document
109	•	Compiled presentation for prelab 3
110	•	Completed specifications verification
111	David Bertoglio:	
112	•	Created output data items for specifications document
113	•	Tested movement capabilities of robot
114	•	Finished draft communications protocol specifications document
115	•	Started presentation for prelab 3
116		

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 3rd 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

158

159 **Unresolved Problems**

160 • Partner group has not finished specifications document

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