

Team 19 Management Report

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

Table of Contents

Management Responsibilities.....	4
Contributions	4
Meeting Overview.....	5
Attendees:.....	5
Meeting Location:	5
Meeting Time:	5
Agenda:	5
Postlab 2:.....	5
Prelab 3:	5
List of Completed Tasks	5
Schedule for Upcoming Week	6
Additional Meeting:	6
Tasks to be Completed:.....	6
Unresolved Problems.....	6

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

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 2:

- Complete specifications document for GUI
- Inspect specifications document
- Thoroughly document the inspection

Prelab 3:

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

List of Completed Tasks

- Complete specifications document for GUI

Schedule for Upcoming Week

Additional Meeting:

Feb 24, 2013 at 3:30 p.m in Rice 3rd floor

Tasks to be Completed:

Laura Morgan

Jireh Miaw

- Complete Management Report Feb 24
- Finish event table for specifications document Feb 24

Steven Hauser

- Create presentation for prelab 3 Feb 24

Catherine Dworak

- Manage documents and update website Feb 24

David Bertoglio

- Test robot movement capabilities Feb 24

Unresolved Problems

- Partner group has not finished specifications document