

Team 19 Management Report

Laboratory # 1: Risk Reduction Prototypes

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 8, 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
Steven Hauser:	Configuration management and file system control
Catherine Dworak:	Web site development
David Bertoglio:	Presentation preparation

Contributions

- Laura Morgan:
- Created the Risk Reduction document and compiled work completed for it
 - Aided in the completion of the Risk Reduction document
- Jireh Miaw:
- Created documentation for the management report
 - Oversaw and documented tasks completed during the management meeting in the report
 - Aided in the completion of the Risk Reduction document
- Steven Hauser:
- Aided in the completion of the Risk Reduction document
- Catherine Dworak:
- Managed and uploaded documents onto the team website
 - Aided in the completion of the Risk Reduction document
- David Bertoglio:
- Began creation of the evolutionary prototype for the robot system
 - Aided in the completion of the Risk Reduction document

112 Meeting Overview

113 Attendees:

114 Laura Morgan
115 Jireh Miaw
116 Steven Hauser
117 Catherine Dworak
118 David Bertoglio

119 Meeting Location:

120 Rice Hall: Third Floor

121 Meeting Time:

122 1:00 p.m. to 4:30 p.m.

123 Agenda:

124 Postlab 1:

- 125 • Choose a name for the team robotics company
- 126 • Prepare website for uploading documents
- 127 • Create risk reduction document for Post-Laboratory assignment 1
- 128 • Develop a template for the system specification document
- 129 • Prepare management report
- 130 • Develop evolutionary prototype for the robot system

131 Prelab 2:

- 132 • Determine requirements for the robot control system
- 133 • Develop ideas to present to the customer
- 134 • Develop a mock-up GUI
- 135 • Create an SRS for the mock-up GUI
- 136 • Prepare a presentation for our GUI
- 137 • Develop a draft of specifications for the communications protocol

138 List of Completed Tasks

- 139 • Choose a name for the team robotics company
- 140 • Prepare website for uploading documents
- 141 • Create risk reduction document for Post-Laboratory assignment 1
- 142 • Develop a template for the system specification document
- 143 • Prepare management report

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146 **Schedule for Upcoming Week**

147 **Additional Meeting:**

148 Feb 10, 2013 at 1:00 p.m

149 **Tasks to be Completed:**

150 Laura Morgan

151 • Create specifications document Feb 11

152 Jireh Miaw

153 • Create specifications document Feb 11

154 Steven Hauser

155 • Develop mock-up GUI Feb 10

156 Catherine Dworak

157 • Create specifications document Feb 11

158 • Get in contact with group 20 for communications protocol Feb 10

159 David Bertoglio

160 • Finish evolutionary prototype Feb 10

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162 **Unresolved Problems**

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