Feb 8, 2013

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**

Table of Contents

[Management Responsibilities 4](#_Toc348102045)

[Contributions 4](#_Toc348102046)

[Meeting Overview 5](#_Toc348102047)

[Attendees: 5](#_Toc348102048)

[Meeting Location: 5](#_Toc348102049)

[Meeting Time: 5](#_Toc348102050)

[Agenda: 5](#_Toc348102051)

[Postlab 1: 5](#_Toc348102052)

[Prelab 2: 5](#_Toc348102053)

[List of Completed Tasks 5](#_Toc348102054)

[Schedule for Upcoming Week 6](#_Toc348102055)

[Additional Meeting: 6](#_Toc348102056)

[Tasks to be Completed: 6](#_Toc348102057)

[Unresolved Problems 6](#_Toc348102058)

# 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

# Meeting Overview

## Attendees:

Laura Morgan

Jireh Miaw

Steven Hauser

Catherine Dworak

David Bertoglio

## Meeting Location:

Rice Hall: Third Floor

## Meeting Time:

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

## Agenda:

### Postlab 1:

* Choose a name for the team robotics company
* Prepare website for uploading documents
* Create risk reduction document for Post-Laboratory assignment 1
* Develop a template for the system specification document
* Prepare management report
* Develop evolutionary prototype for the robot system

### Prelab 2:

* Determine requirements for the robot control system
* Develop ideas to present to the customer
* Develop a mock-up GUI
* Create an SRS for the mock-up GUI
* Prepare a presentation for our GUI
* Develop a draft of specifications for the communications protocol

## List of Completed Tasks

* Choose a name for the team robotics company
* Prepare website for uploading documents
* Create risk reduction document for Post-Laboratory assignment 1
* Develop a template for the system specification document
* Prepare management report

# Schedule for Upcoming Week

## Additional Meeting:

Feb 10, 2013 at 1:00 p.m

## Tasks to be Completed:

Laura Morgan

* Create specifications document Feb 11

Jireh Miaw

* Create specifications document Feb 11

Steven Hauser

* Develop mock-up GUI Feb 10

Catherine Dworak

* Create specifications document Feb 11
* Get in contact with group 20 for communications protocol Feb 10

David Bertoglio

* Finish evolutionary prototype Feb 10

# Unresolved Problems