Feb 22, 2013

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**

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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 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