March 1, 2013

Team 19 Management Report

**Laboratory # 3: Implementation Planning**

**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***

**March 1, 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

David Bertoglio: Configuration management and file system control

Catherine Dworak: Web site development

Steven Hauser: Presentation preparation

# Contributions

Laura Morgan:

Jireh Miaw:

* Documented tasks completed during the management meeting in the report
* Calculated COCOMO effort cost estimate and documented results
* Create process report

Steven Hauser:

* Defined new risks and documented resolution approaches

Catherine Dworak:

* Updated milestones and associated schedule
* Created work breakdown structure

David Bertoglio:

* Updated milestones and associated schedule
* Created work breakdown structure

# 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 3:

* Define new risks and document resolution approaches
* Update milestones and associated schedule
* Create work breakdown structure
* Create Gantt chart based on milestones
* Create process report
* Create specification critique for on-board and debugger specification
* Calculate COCOMO effort cost estimate
* Create Management report

### Prelab 4:

* Develop skeleton of a test tool for the on-board robot
* Revise and refine the draft specification for the communications protocol
* Create a presentation for the protocol specification and test tool

## List of Completed Tasks

* Define new risks and document resolution approaches
* Update milestones and associated schedule
* Create work breakdown structure
* Create process report
* Calculate COCOMO effort cost estimate
* Create Management report
* Revise and refine the draft specification for the communications protocol

# Schedule for Upcoming Week

## Additional Meeting:

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

## Tasks to be Completed:

Laura Morgan

* Complete specification critique March 3

Jireh Miaw

Steven Hauser

* Create Gantt Chart March 3
* Finish work breakdown structure March 3

Catherine Dworak

David Bertoglio

* Create on-board test tool skeleton March 3

# Unresolved Problems