**MECH 328 Weekly Progress Report *Sept. 4 - 7***

Group: 10 Project Title: TrailRider 5.0

**Last Week’s Goals**:

1. To familiarize ourselves with the project documents and create target specifications

2. To begin initial research 3. Set-up online google drive for document storage

4. Create a preliminary Gantt chart to manage upcoming week’s timeline **Last Week’s Activities**:

Name Activities

Hours Worked

Last Week Total Andrea ● Found an article related to the project

● Read the project and course guide document 1 1 Carson ● Found an article related to the project

● Read the project and course guide document

● Created weekly report

2 2

Julia ● Found an article related to the project

● Read the project and course guide document

● Created target specifications and preliminary Gantt chart for weekly report

2 2

Lukas ● Found an article related to the project

● Read the project and course guide document 1 1 Ratthamnoon ● Found an article related to the project

● Read the project and course guide document 1 1 Stephen ● Found an article related to the project

● Read the project and course guide document 1 1 Total 8 8

**Summary of progress**:

● Many resources have been compiled during class and the team is familiar with the project.

● A google drive has been created and organized into appropriate folders.

● A preliminary Gantt Chart and Target Specifications have been created.

**Assessment of Overall Progress:**

● The team has not yet met outside of class time. Meetings this week will facilitate productivity and allow the design process to begin.

● Modifications to the target specifications and Gantt Chart may occur in the next week.

**Goals for Next Week**:

1. To discuss team goals, expectations, strengths and weaknesses. Also to distribute tasks

accordingly.

2. To work through an iteration of the design process from finalizing need statements to

function generation.

**Action Items for Next Week**:

Name Action(s) Due Date(s)

Everyone Buy a logbook Sept. 9

Everyone Discuss team expectations, goals and strengths Sept. 9

Everyone Determine who will be responsible for each

action Sept. 9

TBD Brainstorm needs for the rider, the sherpas,

BCMOS, the public and search and rescue Sep. 9 TBD Determine the current specifications for the

Trailrider (cost, weight, length, width etc.) Sept. 9 TBD Estimate the worst-case acceptable value for these

specifications with justification Sept. 11 TBD Create a high-level Gantt chart with important

deadlines to work from Sept. 9 TBD Compile interesting/useful resources from class

list Sept. 11 TBD Perform function decomposition on the Railrider

based on needs Sept. 11 TBD Begin brainstorming solutions to each function Sept. 11

**Preliminary Gantt Chart from Microsoft Project:**

**Target Specifications:**