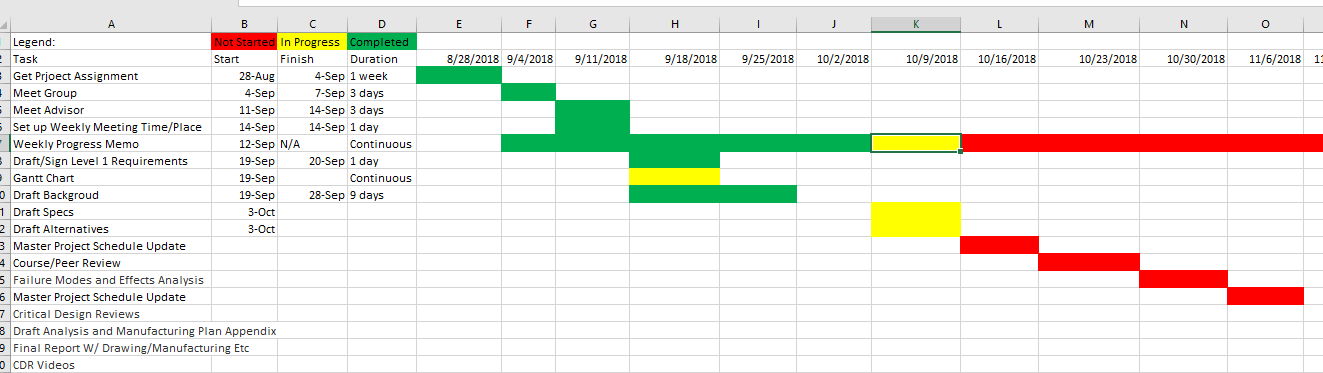
Master Project Management Plan

### Project Management

All students are expected to maintain good organization of their project work during the semester. Each group is to create a PROJECT MANAGEMENT PLAN to guide project activities throughout the two-term capstone sequence. The project management plan is formal, written documentation of the scheme your group will use to ensure timely completion, control, and submission of deliverables including any and all documents, fabrication of parts, presentation of results, etc. Project plans vary slightly in scope from team to team, generally include these elements:

* A complete, Project Schedule in GANTT CHART form, updated regularly
* Term Meeting schedule with times, locations - considering team members individual schedules
* Schedule of group leadership assignment, and the deliverables to be submitted under each rotating group lead
* Task list with specific, equitably divided individual task assignments
* Definition of how the group will record important design and project configuration decisions (e.g. Google Docs, Drop-boxes, or other electronic file sharing methods.)
* Design Journal?

Gantt Chart: Updated 10/918



Term Meeting Schedule/ Location:

This varies by week due to each individual work schedule, however all three gather every Wednesday at 2:00 pm to touch base, assign responsibility until the following meeting if we are unable to gather again. And otherwise decide our next meeting time before the following Wednesday. This time is also used to consult with our advisor, Professor James Black.

File Sharing

During the first scheduled meeting it was decided upon that Github would be the easiest way of editing/sharing files via a shared repository. It is excellent at saving old versions of texts, spreadsheets, and models, and each member has an individual copy on his/her hard drive until they are ready to be merged.

Group Leadership Schedule/Member Assignments:

# 9/12/18 Leader: Cole

* Meet advisor and set up weekly meeting time/place
* Deliver first progress memo
  + Assigned to group

# 9/19/18 Leader: Cole

* Level 1 requirements started
* Ongoing group rules document updated
* Wrote problem statement
  + Assigned to Ivan Albert
* Started Gantt chart
  + Assigned to Cole Trugman
* Start background section
  + Assigned to Nishagar

# 9/26/18 Leader: Ivan

* In coming week will start on design specifications
* Combined individual background sections

# 10/03/18 Leader: Ivan

* Nishagar and Cole were assigned to Level 1 Design Specifications
* Ivan was assigned to Design alternatives.
  + - Making tables with ranking -2 to 2 gives a clear picture of the ideas the team have and their effectiveness
* Discussed possible design and the requirements
  + - Can have both fast rollers in the front, and the wedge in the back as a defense weapon system
    - The direction of the rollers effects the motion of the bot when hits the opponent.

# 10/10/18 Leader: Nishagar

* Turn in design specs and alternatives draft
* Decided to design for a minimum pushing/push resisting force of 20 lb.
* Decided to design for a top speed of about 1 mph both as a defensive tactic as well and a way to make the wedge offensive.
* Discussed utilizing aluminum 6063 for its light weight and easy machinability/weldability with the possibility of implementing a thin (1/8”) layer of ar400 steel to protect the soft aluminum

# 10/17/18 Leader: Nishagar

* Update Master Project Plan
  + Assigned to Cole
* Turn in weekly progress memo

# 10/24/18 Leader: Cole

* Perform peer review
  + Assigned to group
* Prepare/present preliminary design
  + Assigned to group

# 10/31/18 Leader: Cole

* FMEA
  + Assigned to group as team

# 11/7/18 Leader: Ivan

# Master Project Schedule Update

* + Assigned to Cole

# 11/14/18 Leader: Ivan

* Progress Memo
  + Assigned to Cole

# 11/21/18 Leader: Nishagar

* Progress Memo
  + Assigned to Ivan

# 11/28/18 Leader: Nishagar

* Critical Design Review (CDR)
  + Group assignment
* Draft Analysis and Manufacturing Plan Appendix
  + Assigned to Cole and Nishagar
* Progress Memo
  + Assigned to Ivan

# 12/5/18 Leader: Cole

* Progress Memo
  + Assigned to Nishagar

# 12/12/18 Leader: Cole

* Final written report due Monday (Includes "Drawing Package"  
  and "Manufacturing Plan" Appendices, Updated Master Project Schedule, and all other elements defined on website format guide.)
  + Assigned to group
* Complete orders and supporting documentation
  + Assigned to Ivan
* Deliver CDRs by Tuesday 6:00 pm
  + Assigned to Cole
* Progress Memo
  + Assigned to Nishagar

# 12/19/18 Leader: Ivan

* Progress Memo
  + Assigned to Cole