**Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What were the outcomes of the prior phase?**

1. What did I plan to do?
2. What did I actually do?
3. What did I learn? How were plan and reality different?

**Team level goal for next phase**

[It’s appropriate for this summary statement to be copied from a single team-level statement and used on each team member’s individual 3-week plan.]

**What do I plan on doing to ensure that my team has a successful review at the end of the next phase?**

1. Each team member should estimate 5-10 specific tasks that he or she will complete.
2. When will each task take place? Does sequencing matter?
3. Estimate the amount of time each task will take – ensure that you are not committing yourself to do 80 hours of critical-path work alone during the next three weeks.
4. How do other team member tasks impact my task completion, and vice-versa?
5. Example: Practice with general flights skill using a flight simulator and practice flying a physical flying plane. (4 hours, Saturday 9/26)
6. Example: Assist teammate with wiring diagram to learn more about the controls. (2 hours, Wednesday 6-8pm, with teammate Pat)