

Person	Week 0->1 Tasks (5 Dec 08)	Week 1->2 Tasks (12 Dec 08)	Week 2->3 Tasks (19 Dec 08)
Bradley Stroka <i>Project Manager</i>	Communicate with team to organize meeting with faculty adviser and customer; Work on Team Norms and Values, WBS, and Presentation; Research project background by reading through the project readiness package on the RIT EDGE website	Wheelchair benchmarking visit on Monday 12/8; Meeting with Jack Allen on Tuesday 12/9; Organize meeting to finalize deliverables; Research existing wheelchair designs to begin concept design phase; provide members with assignments for next week	Organize team meetings for concept design and selection; Compile and organize research from individual members; Select final concept for continued design and improvement; Provide members with assignments for next week
Alex Vogler <i>Lead Engineer</i>	Research project background by reading through the project readiness package on the RIT EDGE website; Work on 1-Page Summary; Upload deliverables onto EDGE website	Wheelchair benchmarking visit on Monday 12/8; Meeting with Jack Allen on Tuesday 12/9; Research existing wheelchair designs to begin concept design phase; Work on finalizing deliverables at team meeting; Educate team members on using EDGE website	Assist in development of specifications for concept; Select final concept for continued design and improvement; Research common materials for wheelchair assembly
Michelle Allard <i>Contributor</i>	Research project background by reading through the project readiness package on the RIT EDGE website; Work on 1-Page Summary	Wheelchair benchmarking visit on Monday 12/8; Research existing wheelchair designs to begin concept design phase; Work on finalizing deliverables at team meeting	Assist in development of specifications for concept; Select final concept for continued design and improvement; Research software options for design phase
Sean Bodkin <i>Contributor</i>	Research project background by reading through the project readiness package on the RIT EDGE website; Work on 2-Quarter Milestone deliverable; Investigate and contact wheelchair suppliers	Wheelchair benchmarking visit on Monday 12/8; Meeting with Jack Allen on Tuesday 12/9; Research existing wheelchair designs to begin concept design phase; Work on finalizing deliverables at team meeting	Assist in development of specifications for concept; Select final concept for continued design and improvement
Deborah Chen <i>Contributor</i>	Research project background by reading through the project readiness package on the RIT EDGE website; Work on 2-Quarter Milestone deliverable	Wheelchair benchmarking visit on Monday 12/8; Communicate with Jack Allen to coordinate meeting or other means of questioning; Meeting with Jack Allen on Tuesday 12/9; Research existing wheelchair designs to begin concept design phase; Work on finalizing deliverables at team meeting; Contact local medical facilities to schedule meeting for benchmarking	Assist in development of specifications for concept; Select final concept for continued design and improvement; Check common online shopping sites for cheap wheelchair for further benchmarking and assembly
Nick Rehbaum <i>Contributor</i>	Research project background by reading through the project readiness package on the RIT EDGE website; Set up Google document website for modifying deliverables and other important team documents; Work on 1-Page Summary	Wheelchair benchmarking visit on Monday 12/8; Meeting with Jack Allen on Tuesday 12/9; Research existing wheelchair designs to begin concept design phase; Work on finalizing deliverables at team meeting; Educate team members on using Google document website	Assist in development of specifications for concept; Select final concept for continued design and improvement; Assist Alex and Michelle in their respective research