

P14415 – Plastic Arborloo Base

Meeting Notes

MSD II

Final Gate Review

5/14/2014

Overall project status:

- Team is satisfied and met all deliverables
- Team has made successful prototypes that meet the necessary requirements
- Team also knows there is more room for improvement
 - Materials
 - Increasing size of base and squat hole
- Customer is satisfied. The customer feels it is a good idea and the feedback given by the EPA is very encouraging

Project Plan and Schedule:

- A few things were delayed due to material supplier complications
- Failed vacuum forming attempts slowed down the process
- Mold constructing and issues caused the biggest scheduling issues (critical path)
- Ultimately, we were able to deliver the deliverables
- The team realizes that more time should have been spent on creating and following the project plan

Problem tracker:

- Filled in the problem tracker initially
- The team started to fill in the problem tracker later on just to have it documented; however, the problem solving process wasn't utilized 100% due to the lack of complexity in the problems faced
- The team feels it is a useful tool and will be beneficial in future work (methodically solving problems)

Expectations:

- Expectations met what we planned for the most part
- Work was not leveled
- Work was completed once distributed

Team Assessment:

- Used a rolling agenda to plan instead of formal project plan
- "Was there anything you guys could have done better with suppliers?"
 - "Not really. We made several phone calls and tried to contact the suppliers often. The suppliers failed to communicate back effectively"