

P15001 – MSD II Team Improvement Plan

This document summarized the team's individual self-critique. It identifies problems that plagued the team throughout MSD I and outlines solutions to those problems.

Team management & organization

Problem: Uneven distribution of work

Solution: Team will continue to address the concern at every weekly team meeting by asking if anyone feels overworked or underworked and encouraging members to speak up and express their concerns.

Problem: Time was not used effectively

Solution: Outline and eliminate unnecessary work through team meetings and meetings with the guide.

Problem: Open action items at the end of MSD I

Solution: Be more realistic with the amount of project deliverables and well as with distribution of scheduling.

Communication

Problem: Slow communication between electrical and mechanical

Solution: Electrical and Mechanical Engineers will present their progress to the group in order to facilitate team awareness and integration. Members will send an email when a major task is completed.

Problem: Poor communication between team members

Solution: Members will continue to express concerns about what is unclear and teammates/team facilitator will help to resolve the issue.

Problem: Guide and customer's expectations were not clear

Solution: Team plans to continue to meet with guide before the review in order to clarify expectations. Team will plan to meet with customer as needed.

Engineering competency

Problem: Lacked proficiency at engineering tools

Solution: Team will recognize that certain tools may require additional time to climb the learning curve. Team will make time in their plan to allow owners to become proficient in their specific engineering tools.

Problem: Lack of anatomy knowledge

Solution: Team plans on performing strain testing in order to determine how much deflection is needed.

Problem: Inadequate benchmarking, poor system integration, gaps in design

Solution: Team plans on implementing the Broom Theory to focus attention to critical design problems as MSD II progresses.

Problem: Engineering requirements mapping team plans to review ER mapping on a weekly basis

Solution: Team plans on performing strain testing in order to determine how much deflection is needed.

Availability

Problem: Busy schedules

Solution: Everyone is to add their spring schedule to the Google calendar in order to find an appropriate time for weekly status meetings. Recognize that everyone has different schedules and different exam weeks during the year.

Problem Tracking

Problem: Our team problem tracking process is not streamlined; some major risks were not addressed as much as minor ones.

Solution: Team plans on iterating risk list as well as populating and working from a streamlined problem tracking spreadsheet, working off the streamlined problem tracking sheet may help with accountability.

Revised MSD II Team Dynamics Weekly Discussion (MSD II week 2 sample)

1. Team Dynamics Discussion
 - a. **MSD II Week 2 Group performance (+ / Δ). Review past week's (+ / Δ) for accountability.**
 - b. **Mechanical & Electrical weekly progress update (show and tell)**
 - c. Any new scheduling conflicts or concerns?
 - d. Check if any pet peeves or conflicts arose
 - e. Role distribution; is anyone seriously overworked or underworked?
 - f. **Does anyone believe they are assigned any unnecessary work?**
 - g. Open the floor to anyone for general comments/concerns
 - h. **Review ER tracking and completion status**

MSD II Week 2 Group Performance	
+ (sustain)	Δ (opportunities)
MSD I Week 15 Group Performance	
Megan did a good job getting us through our phase 5 submission documents	Upload more work to EDGE