

1. Team Vision

The main goal of Phase 1 was to fully comprehend the scope of our project. In order to do so, minor set points had to be reached like interfacing with our customer, establishing team roles, planning a strict schedule to follow, and other similar tasks.

What did we accomplish?

- Defined the scope for this project (problem statement).
- Identified the key goals and deliverables of the project.
- Developed an understanding of the milling and drilling processes.
- Discussed possible uses for the device we will be designing and creating.
- Identified customer requirements
- Identified engineering requirements.
- Identified components relevant to the project and performed benchmarking analysis on said components.
- Considered possible risks moving forward.
- Established a common communication medium using Slack application.
- Documented norms and values for team members to adhere to and use as a guide for peer reviews.

2. Project Summary

No touch

3. Use Cases

Project Management Documents Folder - Use Scenario folder

Zac's - Revamp for use at RIT

~~Joe's - Add another block "Machinist checks work piece after first pass" ensures cutting properly~~

~~Muhammad - switch first two boxes~~

Everyone upload own Use Scenario to above folder - in PDF or screenshot format

4. Project Goals and Deliverables

~~Take out second bullet in goals, just leave first one.~~

~~Add instruction documentation for use as last bullet. Get rid of template text.~~

5. CRs

~~All updated and ready to be linked. Image and link.~~

Purpose

~~Provide a visual understanding and narrow the scope of work to be done.~~

~~Take out template text/instructions and Inputs/Source and Outputs and Destination.~~

6. ERs

Ask Gary about any unfilled variables. Ask about testing.

Battery life, calibration as engineering requirements??????

7. Constraints

~~Rewrite constraints and throw them in.~~

Ask about any other must have constraints.

8. HOQ

~~Remove instructions text/template text.~~

Ask Gary about Target or Limit Values

~~Put back into excel doc, snip and upload to EDGE.~~

9. Design Review Materials

Include links to:

- Pre-read
- Presentation and/or handouts
- Notes from review
- Action Items
 - Establish relationship with Machine Shop
- Interview notes with Dr. Liu

10. Plans for Phase 2

Systems Design

Functional decomp, benchmarking, phase-appropriate feasibility, concept generation, risk assessment, test plan.

Ask Gary about planning and execution page for what needs to be done.

Risk Assessment, team resources, IP considerations, Team Setup, team values and norms, project plan and schedule, meeting minutes, peer reviews, communication, project reviews.

EMail Dr. Liu to officially invite him to the design review.

INDIVIDUAL TASKS.

Use scenario. ON EDGE ~~Joe Muhammad~~

Individual work breakdown structure. DRIVE - DUE TOMORROW ~~Joe~~

<http://www.wbstool.co.uk/en/Start.aspx>

Risk Management. DRIVE - DUE TOMORROW ~~Joe Muhammad~~(on drive)

Write description for your role to drive. DUE TOMORROW ~~Joe Muhammad~~(on edge)

Team Communications

~~Email Dr. Liu to invite.~~

Team Resources from PRP (Zac)

Meeting Minutes. (Zac)

Project Review - Prep and notes for presentation

Project Plan Schedule