

**Team: P19433**

**Engineer: Rachel Becker**

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

1. What did I plan to do?
  - a. Make sure all remaining parts are ordered ASAP (1.5 hours)
  - b. Install ventilation duct, with team (1 hour)
  - c. With team, test new jack (3 hours)
  - d. Begin Plastics Testing (4 hours)
  - e. Make sure to enforce Gantt Chart deadlines so that the team stays on track
  - f. Continue to update BOM/Budget (1 hour)
  - g. Continue to Update Gantt Chart as needed (1-2 hours)
  
2. What did I actually do?
  - a. During this phase, I worked to make sure all outstanding parts were ordered ASAP, however we are still discovering things we need as we move through the integration/ fabrication process. I also helped Deryck prep the insulated wire to be ready to test the heaters on schedule. Additionally, we installed the new jack and were able to test it and the heaters without plastic. We began to test with plastic also, but still need to do further testing. I continued to update the BOM/Budget, and the Gantt Chart, as well as continued to separate the BOM from the Budget to document which materials were actually used on the machine.
  
3. What did I learn? How were plan and reality different?
  - a. During this phase I learned that the design process is never truly finished, we are still making modifications and additions to the design to help improve functionality. When parts are needed for this, we are setback because there is no way to order these parts in advance. As Project Manager, I am working to get materials ordered ASAP and help the team focus on what we can do in the meantime. I am also helping the team to discuss and decide which tasks are directly related to functionality so we can best use our efforts to make meaningful progress. Some tasks were pushed into the next phase because they were not considered to be related to functional aspects of the machine.

**Team level goal for next phase**

Our goal for the next phase is to complete the wiring of all heaters and other electrical components. Test Procedures will then be implemented and adjustments to the design will be made, if needed, along with installing the vent for testing. The door materials will be purchased and assembled, and insulation will be installed with washers and bolts. The Team will continue working on the technical paper and Imagine poster to receive feedback before the deadlines. The Team hopes to have a fully functioning machine with recycled sheets during this phase.

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

1. Make sure all remaining parts are ordered ASAP (1.5 hours)
2. Continue plastics testing, with Team (6 hours)
3. Separate BOM/ Budget (3 hours)
4. Document plastic melting process & user instructions (3 hours)
5. Install ventilation duct, with team (1 hour)
6. Make sure to enforce Gantt Chart deadlines so that the team stays on track
7. Continue to Update Gantt Chart as needed (1-2 hours)