**Team:** __P20652_____        **Engineer:** ___Alex Kelly_____

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

1.      What did I plan to do?

        a.      I planned to go to class and understand exactly what was required from me in Senior Design. As class went on my plan changed as my role in the team became co-manager, which meant that on top of the normal class modules, I would also need to plan on setting aside time to work with Joe to come up with a schedule and methodology for how our team would be successful.

2.      What did I actually do?

        a.      I helped to create a plan for how our team would be successful and completed the weekly modules for the class

3.      What did I learn? How were plan and reality different?

        a.      I learned that scheduling for a group project required more time to flush out then originally expected because during our first meeting to make a schedule we didn't even have anything close to a schedule at the end of the meeting. I also learned to utilize the guides more and to not assume that we are on the right track just because the team as a group thinks our work is good.

**Team level goal for next phase**

Formulate system architecture while putting forth the best effort to complete tasks correctly the first time. Efficient use of people resources and time will allow the team to improve performance.

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

1.      Each team member should estimate 5-10 specific tasks that he or she will complete.

        a.      Review weekly modules as soon as they are uploaded hopefully before the rest of the team to possibly disperse tasks that we don't need every single person in the group working on. (weekly, no, 30-60 mins)

b.      Research open source 3D printer software. (soon, ish, 3 hours, none)

c.      Be a better co-manager (every waking second)

d.      Meet Amiee while she is working to learn more about 3D printing (early next week, no, 1 hour, I need Amiee)

e.      Refresh myself on stepper motor control (in the next 2 weeks, 2 hours)

2.      When will each task take place?  Does sequencing matter?

3.      Estimate the amount of time each task will take – ensure that you are not committing yourself to do 80 hours of critical-path work alone during the next three weeks.

4.      How do other team member tasks impact my task completion, and vice-versa?

5.      <u>Example:</u> Practice with general flights skill using a flight simulator and practice flying a physical flying plane.  (4 hours, Saturday 9/26)

6.      <u>Example:</u> Assist teammate with wiring diagram to learn more about the controls. (2 hours, Wednesday 6-8pm, with teammate Pat)

**What is standing in my way of meeting my next phase goals?**

Myself

**Note to teams**: Consider using an abbreviated form of this for your daily/weekly check-ins with your team and/or guide, similar to an Agile standup:

·      What have I done since the last class to move the team toward its phase goals?

o      I sat in on the end of Amiee's meeting with Sarah and am now working on my 3-week plan.

·      What do I plan to do next to move the team toward its phase goals?

o      As soon as I finish this 3-week plan I am going to watch next weeks modules to hopefully distribute tasks so our team can efficiently use their time and we aren't doing redundant work.

- What blockers are preventing me from getting my work done?
  - All of my other responsibilities.