Team: P20652   Engineer: Amiee Jackson

What were the outcomes of the prior phase?

1. What did I plan to do?
    a. I did not have a specific plan for the previous phase beyond the team goals defined by MSD curriculum. Essentially I planned to discover what the rest of the semester will bring and where I fit into the team. As time went on, my goal became more focused on creating a schedule/agenda and benchmarking/researching.
2. What did I actually do?
    a. I helped formulate our Gantt chart and I researched a bunch of other printers.
3. What did I learn? How were plan and reality different?
    a. I learned a goal without a plan is directionless. I think I individually and the team could both benefit from a more well-defined objective and perhaps better feedback sooner. I think we should reach out to our guide more, because that interaction was also lacking.

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. Lead in-depth revision of CRs and ERs.
    b. Read collected research papers on related topics.
    c. Update/contribute to cement mix benchmarking.
    d. Talk to Chris Fisher and/or Mike Buffalin regarding space.
    e. Talk to Teresa Wilcott (CET lab) regarding testing.
    f. Research cement strength testing standards.
2. When will each task take place? Does sequencing matter?
    a. In this case the order doesn't matter, except it would be good to research cement testing standards before talking to Teresa so I'm well-informed. Apart from that, the sooner these tasks are completed the better.
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.
    a. 5 hrs
    b. 6 hrs
    c. 4 hrs
    d. 30 min

e. 30 min
    f. 1 hr
4. How do other team member tasks impact my task completion, and vice-versa?
    a. We'll work together on the benchmarking sheet. The CRs and ERs affect everyone later on, and many may have input.

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

Mainly time management. I don't have a lot of time outside of class to dedicate to MSD due to taking 18 credit hours and working at least 15 hrs per week, so efficiency is paramount.

Thinking about this will help teams identify task dependencies.

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?
● What do I plan to do next to move the team toward its phase goals?
● What blockers are preventing me from getting my work done?