

Team: P20652 **Engineer:** Mary McCombs

What were the outcomes of the prior phase?

1. What did I plan to do?
 - a. I planned to complete the MSD assignments on time. Also to contribute to the team's responsibilities.
2. What did I actually do?
 - a. Became the team's mediator and kept up with all assignments.
3. What did I learn? How were plan and reality different?
 - a. I learned about the current state of concrete 3D printers and different setups that we could use in our design.

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. Read the shared research on concrete (3 hrs, split up between classes)
 - b. Contribute to the team by organizing files in the google drive (ie keeping naming conventions)
 - c. Support team members as needed (no more than 2 hrs a week)
 - d. Meet with Joe as the electrical team once a week, outside of class. (1 hr per week, Erdle Commons, on Tuesday afternoons)
 - e. Update Use Case Scenarios with the recommended changes from the peer Review (2 hrs, myself)

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

My lack of motivation towards school work.

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?
 - Contributed to completed documents for the team
- What do I plan to do next to move the team toward its phase goals?
 - Find a way to contribute effectively
- What blockers are preventing me from getting my work done?
 - The seemingly organized MSD class is lacking.