Team: <u>P20652 ConcRIT</u>   Engineer: <u>Seth Deane</u>

What were the outcomes of the prior phase?

1. What did I plan to do?
    a. I planned to make sure that the EDGE website was up-to-date. I planned to help with all areas and documents that needed to be completed. Not too much direction at this point in our project.

2. What did I actually do?
    a. I made sure that EDGE was up to date. I prepared notes for our problem definition presentation. I helped with a single slide for our presentation.

3. What did I learn? How were plan and reality different?
    a. I learned that our presentation was not as detailed as it should have been. For future presentations, we learned that it would be okay to present straight from EDGE. Our team definitely needed some more structure before the presentation.

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.
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)

● Continue machine benchmarking research to make sure that we design a avoid pitfalls of past projects. (2 hours, independent of other tasks)

- Research software solutions for gantry and delta printers. (1 hour, independent of other tasks)
- Research microControllers for accepting and realizing designs (1 hour, independent of other tasks)
- Attend meetings to update requirements. (3 hours, as meetings are scheduled)
- Continue to update EDGE with new versions of documents. (3 hours, must be completed after documents are at a newer revision.

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

We should decide what type of printer we want to make (gantry, delta, etc.). I think this design choice will cut down on a lot of redundant research and excess thought.

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:

- I made sure that EDGE was up to date and worked on presentation and research.
- I plan to do more research on some of the specific components and technologies that will be used in our printer.
- Deciding on a style of printer would reduce the amount of repeated research.