Team: P20652   Engineer: Mary McCombs

What were the outcomes of the prior phase?
1. What did I plan to do?
    1. I planned to complete the MSD assignments on time, read the shared research material, meet with the electrical team once a week, offer my help and complete action items.
2. What did I actually do?
    1. I did them all except the reading of the shared research. Created test plans with Joe, spoke up more at meetings, and made the test plan outline.
3. What did I learn? How were plan and reality different?
    1. I learned that creating a bond of trust is important to communicate effectively.
    2. Reality – I didn't make enough effort to use my time effectively.

Team level goal for next phase

Complete, document, and prototype subsystem design (rev 1). Further revisions are stretch goals. Design includes mechanical/electrical components, baseline mixture ratios and mixing procedures, software workflow, firmware and microcontroller selection.

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. Read the shared research on concrete (3 hrs, split up between classes)
3. Work with the software team on the user interface structure.
4. Support team members as needed (no more than 2 hrs a week)
5. Meet with Joe as the electrical team once a week, outside of class. (1 hr per week, Erdle Commons, on Tuesday afternoons)
6. Work on my engineering mindset by doing 1 exercise per week on an object of my choosing,

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?
  - Communicated with the team to complete their peer reviews.
- 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 fact that I didn't expect this to be a business class.