

Team: P20652 Engineer: Joseph Bragg

Team level goal for next phase

To use diligent communication and team participation to finalize all documents, collect information, and complete the poster, technical paper, lightning talk video, and EDGE updates.

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

- Maintaining control over the Task Status document so that we are all informed about team progress
- Motivating the team to persevere in completing the semester strongly
- Organizing virtual group meetings to collaborate

What tasks am I responsible for?

- Electrical datasheets (completed)
- Electrical schematics (completed)
- Technical report electrical submissions (in-progress)
- Poster contributions (in-progress)
- Video contributions (in-progress)
- Electrical systems Assembly/Disassembly instructions (completed)
- Electrical warnings document (completed)
- Electrical systems troubleshooting document (in-progress)

Who do I need to collaborate with and schedule working time with to complete each task?

It's most important that I motivate the team to collaborate on the technical paper, poster, and video according to schedule to remain ahead of pace and produce high quality content.

What dates do I need to keep in mind?

- The poster first draft is due on Apr. 2.
- The technical paper first draft is due Apr. 9.
- The technical paper peer reviews are due Apr. 14.
- The poster final copy is due Apr. 16.
- The lightning talk video is due Apr. 21.
- The technical paper final copy is due Apr. 23.

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

I MUST continue to communicate with the team and ensure collaboration on every final document.