Meeting Time: 11am at the College of Engineering, Room A207

Attendance: Tico, Matt, Gabe, Dani, Enrique

1. Questions/Comments/Concerns from members (not regarding anything on agenda)
2. 2 weeks until first report and presentation
	1. Most charts need to be completed today
	2. Merge sections written this past week
	3. Finish writing and make presentation next week
3. Need to complete the “lessons learned” document throughout the semester

**We also need a lessons learned report to submit.**

 **Maybe at the end of the semester.**

 **Suggested it is done every phase**

 **Meeting after 10/20 we can add everything we learned**

1. Determine deliverables that will be submitted at the end of each phase and report
	1. This determination can be moved to report writing, if needed

**Everything we give to the sponsor after each phase (physical).**

 **Define phase report w/ charts (10/20)**

 **Measure phase report w/ charts (12/2)**

 **Design Specifications (with CAD) (12/2)**

 **CAD Drawings (12/2)**

1. Risk assessment
	1. What did the ME advisor say about signing it?

**Going to ask about it soon.**

 **Hard copy or email?**

1. Merge writing of assigned section
	1. Add and link citations using IEEE formats
	2. Add more content if needed
2. Construction of charts, figures, and matrices
	1. House of quality (Most important)
		1. Using QFD software

**File is uploaded in file exchange, is mostly done. Took very long.**

 **Set up time: Everything until you start harvesting, including assembly and transportation**

 **Harvesting Time: Going up the tree, identifying which fruit to cut, cutting the fruit, going down the tree**

 **Difficulty: 0 = Easy to Accomplish, 10 = Extremely Difficult**

* 1. Voice of customer diagram

 **Done**

* 1. SIPOC diagram

**Enrique**

* 1. Work breakdown structure

**Gabe**

* 1. Responsibility assignment matrix

**Tico**

* 1. Network diagram (flow chart)

**Matt**

* 1. Gantt chart

**Matt**

* + 1. Using Project Libre
		2. Project’s critical path
	1. SWOT matrix

**Done?**

* 1. Risk matrix (impact versus probability)

**Dani**

* 1. Breakdown of budget (monetary resource histogram)

**Pat**

* 1. S-curve between budget and schedule (by month or week)

**Derek**

* 1. Fish Bone Diagram

**Tico**

1. Questions/Comments/Concerns from members

**Team Organization Chart:**

 **Sponsor: Dr. Okoli**

 **Phase Leader: Matthew**

 **Webmaster: Derek**

 **Electrical Lead/Secretary: Tico**

 **Business Lead: Dani**

 **Safety Inspector: Enrique**

 **Mechanical Lead/Historian: Gabe**

 **Material Analyst: Pat**

**Some dates:**

**Design finalized before Thanksgiving break (11/24)**

**Parts ordered by the end of the semester (12/4)**

**Deadline for selecting next phase leader: November 13th**

**Poster final due: November 24**

**Report and PowerPoint presentation due: 12/1**

**Presentation of Poster due: 12/3**

**Project Completion form: 12/4**

**Analyze Phase:**

 **Start constructing (Optimistic: 1/11, Pessimistic: 2/1)**

 **Test prototype**

 **End mid to end of feb**

**Implement/Improve:**

 **Around Feb 22nd – March 22nd**

 **Implement Solutions no later than the 15th**

**Control:**

 **Around March 28th – April 19th**

 **Check efficiency/consistency**

 **Manual**

 **Shoot for being done 1 weeks before its due (4/12)**

**Assignments:**

**Abstract**

 **Together**

**Milestones and Schedule**

 **Matt**

**Defining Customer & Technical Requirements**

 **Gabe**

**Risk Management**

 **Derek**

**Business Analysis**

 **Dani + Enrique**

 **Split among selves**

**Deliverables**

 **Tico**

**Budget/Bill of Materials**

 **Pat**

**Summary/Conclusion**

 **Together**

**References**

**For house of quality:**