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| Item to Complete | Assigned Project Member |
| **A - Project Charter** |  |
| A.1 - Scope |  |
| A.1.1 - Project Description | Hunter Kramer |
| A.1.2 - Key Goals | Doran McFalls |
| A.1.3 - Markets (Primary/Secondary) | Denis Dineen |
| A.1.4 - Assumptions | Jacob Hutto |
| A.1.5 - Stakeholders | Doran McFalls |
| A.1.6 - Document Edits | Nicolas Palmeiro |
| A.1.7 - Document Review | Denis Dineen  |
| A.1.8 - Submission | Denis Dineen  |
| A.2 - Code of Conduct  |  |
| A.2.1 - Mission Statement | Denis Dineen & Nicolas Palmeiro |
| A.2.2 - Team Roles | Doran McFalls |
| A.2.3 - Methods of Communication | Hunter Kramer |
| A.2.4 - Dress Code | Nicolas Palmeiro |
| A.2.5 - Attendance Policy  | Jacob Hutto  |
| A.2.6 - Statement of Understanding | Hunter Kramer |
| A.2.7 - Tailored Code of Conduct | Doran McFalls |
| A.2.8 - Document Edits | Doran McFalls |
| A.2.9 - Document Review | Denis Dineen  |
| A.2.10 - Submission | Denis Dineen  |
| A.3 - Create Section A PowerPoint | Nicolas Palmeiro |

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| **B - Work Breakdown Structure**  |  |
| B.1 - Listing all Evidence Book Milestones | Doran McFalls |
| B.2 - Breaking Down of Tasks | Doran McFalls |
| B.3 - Task Assignment  | Nicolas Palmeiro |
| B.4 - Completion of Packet | Denis Dineen  |
| B.4.1 - Editing of Material  | Jacob Hutto |
| B.4.2 - Review of Material  | Denis Dineen  |
| B.4.3 - Assignment Submission  | Denis Dineen  |
| B.5 - Create Section B PowerPoint | Hunter Kramer |

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| **C - Customer Needs** |  |
| C.1 - Customer Statements | Doran McFalls |
| C.2 - Interpreted Needs | Nicolas Palmeiro |
|  C.3 - Explanation of Results  | Hunter Kramer |
| C.4 - Completion of Document  | Denis Dineen & Jacob Hutto |
| B.4.1 - Editing of Material  | Jacob Hutto |
| B.4.2 - Review of Material  | Denis Dineen  |
| B.4.3 - Assignment Submission  | Denis Dineen  |
| C.5 - Create Section C PowerPoint | Doran McFalls |

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| **D - Functional Decomposition**  |  |
| D.1 - Development of Functions  | ALL |
| D.2 - Graphics  | Doran McFalls |
| D.3 - Explanation of Results  | Jacob Hutto |
| D.4 - Connection to Systems  | Nicolas Palmeiro |
| D.5 - Smart Integration  | Nicolas Palmeiro |
| D.6 - Action and outcome  | Doran McFalls |
| D.7 - Function Resolution  | Doran McFalls |
| D.8 - Completion of Document  | Denis Dineen &  |
| D.8.1 - Editing of Material  | Hunter Kramer |
| D.8.2 - Review of Material  | Denis Dineen  |
| D.8.3 - Assignment Submission  | Denis Dineen  |
| D.9 - Create Section D PowerPoint | Jacob Hutto |

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| **E - Targets & Metrics** |  |
| E.1 - Match Functions | Doran McFalls |
| E.2 - Extra on top of Functions  | Hunter Kramer |
| E.3 - Validation Methods  | Nicolas Palmeiro |
| E.4 - Derivation of Target/Metrics  | Doran McFalls |
| E.5 - Discussion of Measurement  | Jacob Hutto |
| E.6 - Critical Targets/Metrics  | Nicolas Palmeiro |
| E.7 - Summary and Catalog  | Hunter Kramer |
| E.8 - Completion of Document | Denis Dineen  |
| E.8.1 - Editing of Material  | Doran McFalls |
| E.8.2 - Review of Material  | Denis Dineen  |
| E.8.3 - Assignment Submission  | Denis Dineen  |
| E.9 - Create Section E PowerPoint | Hunter Kramer |

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| **F - Concept Generation**  |  |
| F.1 - 100 Concepts  | ALL |
| F.2 - 5 Medium Fidelity Concepts  | Nicolas Palmeiro |
| F.3 - 3 High Fidelity Concepts  | Hunter Kramer |
| F.4 - Concept Generation Tools  | Nicolas Palmeiro |
| F.5 - Completion of Document  | Denis Dineen & Doran McFalls |
| F.5.1 - Editing of Material  | Jacob Hutto |
| F.5.2 - Review of Material  | Denis Dineen  |
| F.5.3 - Assignment Submission  | Denis Dineen  |
| F.6 - Create Section F PowerPoint | Doran McFalls |

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| **G - Concept Selection** |  |
| G.1 - House of Quality  | Jacob Hutto |
| G.2 - Pugh Chart | Doran McFalls |
| G.3 - AHP | Hunter Kramer |
| G.4 - Final Selection | Doran McFalls |
| G.5 - Completion of Document  | Denis Dineen & Nicolas Palmeiro |
| G.5.1 - Editing of Material  | Nicolas Palmeiro |
| G.5.2 - Review of Material  | Denis Dineen  |
| G.5.3 - Assignment Submission  | Denis Dineen  |
| G.6 - Create Section G PowerPoint | Nicolas Palmeiro |

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| **H - Bill of Materials**  | ALL |

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| **I - Risk Assessment**  |  |
| I.1 - What Can Go Wrong? | Doran McFalls |
| I.2 - Accidents Identified | Jacob Hutto |
| I.3 - Steps to Avoid Hazards | Nicolas Palmeiro |
| I.4 - Safety Measures | Nicolas Palmeiro |
| I.5 - Emergency Response | Hunter Kramer |
| I.6 - Emergency Contact | Doran McFalls |
| I.7 - Completion of Document  | Denis Dineen  |
| I.7.1 - Editing of Material  | Hunter Kramer |
| I.7.2 - Review of Material  | Denis Dineen  |
| I.7.3 - Assignment Submission  | Denis Dineen  |
| I.8 - Create Section I PowerPoint | Jacob Hutto |

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| **J - Spring Project Plan** |  |
| J.1 - Document Up to This Point | Denis Dineen |
| J.1.1 - Timeline | Nicolas Palmeiro |
| J.1.2 - Milestones | Doran McFalls |
| J.1.3 - Deliverables | Jacob Hutto |
| J.2 - Team Contract  | Hunter Kramer |
| J.3 - Define Phase Report | Jacob Hutto |
| J.4 - Measure Phase Report | Doran McFalls |
| J.5 - Project Completion Form  | Hunter Kramer |
| J.6 - Completion of Document  | Denis Dineen & Doran McFalls |
| J.6.1 - Editing of Material  | Doran McFalls |
| J.6.2 - Review of Material  | Denis Dineen  |
| J.6.3 - Assignment Submission  | Denis Dineen  |
| J.7 - Create Section I PowerPoint | Nicolas Palmeiro |