

Weekly Status Report 1

Dates: 1/14/2018 - 1/27/2018

Group Number: sddec18-02

Project Title: Steam Heat Controller Retrofit

Client/Advisor: Lee Harker

Team Members - Role

Sarah Coffey - Reporting Lead

Ken Wendt - Webmaster

Liz Wickham-Kolstad - Design Lead

Jevay Aggarwal - Technical Lead

Joe Filbert - Client Lead

Thomas Devens - Planning Lead

Summary

In these first two weeks, we were able to meet as a group and establish our roles and responsibilities. We have broken those out according to the major types of work that need to be done, so each member will be responsible for that area. Each member has written a description of their responsibility, listed below:

- Reporting Lead - Sarah Coffey
 - In this role, I am responsible for compiling the update information from each member of the team and reporting it to Dr. Zambreno and our client/advisor, Lee Harker. Once I have gotten each member's update, I will create the status report and give it to Ken for publishing on our website. I will also be taking notes at our meetings in order to keep a detailed log of our project.
- Webmaster - Ken Wendt
 - Having the Web Master role makes me responsible for updating our website every week. This means I need to be in contact with Sarah Coffey who compiles the our groups weekly reports so I can post them to the website. Additionally, I am responsible for any other information that will be posted to the website such as project documentation.
- Design Lead - Liz Wickham-Kolstad
 - In my role, I will be documenting all the decisions we make with respect to the design of our project. This will include documenting all the components, their uses, as well as any calculations we use, and how to assemble the entire system from scratch.
- Technical Lead - Jevay Aggarwal
 - Being the technical lead makes me responsible for making sure that my team members receive the materials they ordered on time and that we are well within budget for the project. I will make sure that the project development is not halted due to the team not having the required materials.
- Client Lead - Joe Filbert
 - I am responsible for acting as our contact with Leland Harker so that we have one clear channel of communication with the client. To accomplish this I will have to gather input from my team in order to communicate our problems and needs with Harker.
- Planning Lead - Thomas Devens
 - As PP lead, it is my responsibility to oversee the creation of the Project Plan document. This includes keeping track of the deadlines for the document, managing the group's progress in writing it, and keeping a clear set of goals throughout.

Pending Issues

None

Going Forward

Since meeting with the client, we have determined which areas of the project we would like to work on, and will continue to research those areas. We will begin capturing test data of the valve vs. temperature as soon as the group has access/does safety training of the shop.

Individual Contributions

Name	Contribution	Hours Worked
Sarah	Established roles, researched project, and attended meetings	8
Ken	Established roles, researched project, and attended meetings	8
Liz	Established roles, researched project, and attended meetings	8
Jevay	Established roles, researched project, and attended meetings	8
Joe	Established roles, researched project, and attended meetings	8
Thomas	Established roles, researched project, and attended meetings	8

Meeting with Client/Advisor

- Received an overview of the project and previous efforts to complete it
- Will be completing safety training to gain access of the shop in 2 weeks