

EE 491 WEEKLY REPORT 2

Date: 2/01/2016

Group: **DEC1605**

Project title: **Kepros Physical Therapy & Performance, PC**

Client: Ted Kepros

General Advisor: Suresh Kothari

Technical Advisor: Jeremias Saucedo

Team Members/Roles:

Anthony Branson: Team Leader

Jiahui Quan : Team Webmaster

Samuel Eue : Key Concept Holder

Benjamin Engh : Team Communication Leader

✓Weekly Summary

This week, Kothari emailed us confirming that he would be acting as our general advisor. He also recommended how we should plan for our first meeting. Taking his advice, we emailed the interested parties to schedule a meeting. Our first meeting is currently scheduled for this Thursday, February 4th.

✓Past week accomplishments

- ❖ Anthony setup a group on the app Slack on 1/26 so we can communicate and send files more conveniently.
- ❖ The rest of us joined the group on the same day.
- ❖ Sam met with Kothari on 1/27 to determine the status of the project.
- ❖ We all communicated on the 31st after we saw Kothari's email to setup a meeting time.

- ❖ Anthony emailed our advisors and client asking if Thursday at 4 worked for them.
- ❖ Benjamin wrote this weekly report on February 1st.

✓ **Pending issues**

- ❖ Kothari is unsure of how much help we will be as this project is not in his expertise. As a result, he has taken the position of a general advisor and we will have to direct our technical programming questions to Jeremias Saucedo. However, we have not met Jeremias yet, so we don't know how available he will be.

✓ **Individual contributions**

| <u>NAME</u> | <u>Individual Contributions</u> | <u>Hours this week</u> | <u>HOURS cumulative</u> |
|-------------|---|------------------------|-------------------------|
| Ben | Weekly report doc | 3 | 5 |
| Jiahui | Go through documents about the project Phase I | 2 | 4 |
| Anthony | Reviewed project documentation, facilitated communication | 2 | 4 |
| Samuel | | | 2 |

✓ **Comments and extended discussion**

We're eager to meet with our client and advisors and to get access to our website so that we have a clear direction and the ability to work further on the project.

I've also included the schedule we created on the first week to determine the times we can all meet. Any colored in time spots are times when at least one group member is busy.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| 8:00 | | | | | | | |
| 9:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | | | | | | |
| 12:00 | | | | | | | |
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| 16:00 | | | | | | | |
| 17:00 | | | | | | | |
| 18:00 | | | | | | | |
| 19:00 | | | | | | | |
| 20:00 | | | | | | | |
| 21:00 | | | | | | | |

✓ **Plan for coming week**

- ❖ We all need to familiarize ourselves as much as possible with the project so that we have questions prepared for the meeting.
- ❖ We all also need to go to the meeting that is currently scheduled at 4:00 PM on Thursday.

✓ **Summary of weekly advisor meeting (if applicable/optional)**

This week, Kothari confirmed to us that he would act as our general advisor. He also recommended who we should include in the first meeting. Ted Kepros is the physical therapy expert and primary client for the project. However, he is currently in Cedar Rapids and has requested that we use Skype for the meeting so he can join. On the other side of the project, Jeremias Saucedo is the software and hardware expert that will be helping us with this project. Jeremias also advised last year's team, so we expect he will be very knowledgeable on the current state of the project. Finally, Kothari advised that we ask Carey Novak if he was interested in attending the first meeting. Carey

coordinates projects in the college of engineering and has played a key role in setting up this project.