The VERTIGO² team had two meetings during the course of the week. The first meeting was held on Friday, October 29. It was a mini-meeting between those who volunteered for PDR revision. The meeting went on for about an hour and a half. Members discussed status of PDR, reviewed all existing PDR portions that were received, and hunted down members who didn’t submit anything yet. The second meeting was held on Tuesday, November 2. This meeting was held for the ECE members who were participating in the PDR presentation. Speaking positions were assigned, members brushed up the PowerPoint slides, and reviewed speaking parts.

Mimi Phan

- went to both team meetings
- wrote a couple of portions for the PDR
- talked to one ex-VERTIGO team member about project again (becoming a weekly ordeal)
- researched on material for PDR
- performed various project management tasks (activity reports, editing more portions of PDR, preparing action items for meetings, gantt chart, etc)

15 hours

Tebo Leburu

- went to one meeting
- worked on the “RC” portion of PDR

4 hours

Calvin Turzillo

- worked on “Conceptual Sketches” portion of PDR
7 hours

Prateek Mohan

- Member meeting –> 1. Discussed the completion of the PDR.  
  (Friday – 10/29/04) 2. Former team member (Gregg Edghill) gives his thoughts  
  about what needs to be done for the project.  
  3. Different project completion paths were discussed.

2 hours

Ryan Strauss

- went to team meeting
- worked on part of the “Technical Specification (programming)” and “Selection and  
  Rationale”

3 hours

Kevin Boyce

- went to both team meetings
- worked on two portions of the PDR including parts of “Technical Specifications” and  
  “PIC for 3 Design Options”

3.5 hours

Duro Taylor

- went to team meeting
- worked on journal
- worked on “Selection and Rationale” portion of PDR

4 hours

Jeff Laub

- went to both team meetings
- worked on “PIC” portion of PDR

4 hours

Budgeted Hours Spent:

Mimi Phan

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 15 hours = 900 minutes  
Percentage of hours worked = 100 – \((\frac{480 – 900}{480} \times 100)\) = 187.5%
Percentage of hours = 100% - 187.5% = - 87.5%
not worked

**Tebo Leburu**

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 4 hours = 240 minutes

\[
\text{Percentage of hours worked} = 100 - \left(\frac{480 - 240}{480}\right) \times 100 = 50\% \\
\text{Percentage of hours not worked} = \left(\frac{480 - 240}{480}\right) \times 100 = 50\% 
\]

**Calvin Turzillo**

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 7 hours = 420 minutes

\[
\text{Percentage of hours worked} = 100 - \left(\frac{480 - 420}{480}\right) \times 100 = 87.5\% \\
\text{Percentage of hours not worked} = \left(\frac{480 - 420}{480}\right) \times 100 = 12.5\% 
\]

**Prateek Mohan**

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent approx. = 2 hours = 120 minutes

\[
\text{Percentage of hours worked} = 100 - \left(\frac{480 - 120}{480}\right) \times 100 = 25\% \\
\text{Percentage of hours not worked} = 100 - 25\% = 75\% 
\]

**Ryan Strauss**

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 3 hours = 180 minutes

\[
\text{Percentage of hours worked} = 100 - \left(\frac{480 - 180}{480}\right) \times 100 = 37.5\% \\
\text{Percentage of hours not worked} = \left(\frac{480 - 180}{480}\right) \times 100 = 62.5\% 
\]

**Kevin Boyce**

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 3.5 hours = 210 minutes

Percentage of hours worked = \( \frac{210}{480} = 43.75\% \)

Percentage of hours = \( \frac{270}{480} = 56.25\% \)

\( \text{not worked} \)

**Duro Taylor**

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 4 hours = 240 minutes

Percentage of hours worked = \( 100 - \left( \frac{(480 - 240) \times 100}{480} \right) = 50\% \)

Percentage of hours = \( \left( \frac{(480 - 240) \times 100}{480} \right) = 50\% \)

\( \text{not worked} \)

**Jeff Laub**

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 4 hours = 240 minutes

Percentage of hours worked = \( 100 - \left( \frac{(480 - 240) \times 100}{480} \right) = 50\% \)

Percentage of hours = \( \left( \frac{(480 - 240) \times 100}{480} \right) = 50\% \)

\( \text{not worked} \)

**Overall Team Hours:**

Budgeted hours: 8 hours per team member for the week
Budgeted hours total: 8 * 8 = 64 hours = 3840 minutes
Actual Hours Used: 15 + 4 + 7 + 2 + 3 + 3.5 + 4 + 4 = 44.3 hours = 2658 minutes
Percentage of hours worked = \( 100 - \left( \frac{(3840 - 2658) \times 100}{3840} \right) = 69.22\% \)

Percentage of hours = 100% - 69.22% = 30.78%

\( \text{not worked} \)