Brief Summary of Past Week

- The team had two meetings over the course of the week. The meetings went over the PDR presentation as well as management and team issues. Sub-team leads were assigned. Ryan will be lead for software group, while Kevin and Calvin will lead circuitry group. Prateek will head the webpage effort.

Mimi Phan

- went to both team meetings
- worked on PDR presentation
- researched on possible project design specifications
- performed other project management tasks

6 hours

Tebo Leburu

- went to team meeting

3 hours

Jeff Laub

- went to team meeting

2 hours
Calvin Turzillo

- started working on the CDR

3 hours

Prateek Mohan

- went to both team meetings
- assisted with PDR powerpoint presentation

2 hours

Ryan Strauss

- went to team meetings
- practiced presentation

5 hours

Duro Taylor

- Worked on journal

4 hour

Kevin Boyce

- went to team meetings
- researched design options
- worked on powerpoint

5 hours

Budgeted Hours Spent:

Mimi Phan

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 6 hours = 360 minutes
Percentage of hours worked = \(100 - \left(\frac{480 - 360}{480}\right)\times 100 = 75\%\)

Percentage of hours = 100% - 75% = 25%
not worked
Tebo Leburu

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 1 1/2 hours = 90 minutes

Percentage of hours worked = 100 – ((480 – 90) × 100) = 18.8%

Percentage of hours = ((480 – 90) × 100) = 81.3%
not worked 480

Jeff Laub

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

Percentage of hours worked = 100 – ((480 – 120) × 100) = 25%

Percentage of hours = ((480 – 120) × 100) = 75%
not worked 480

Calvin Turzillo

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

Percentage of hours worked = 100 – ((480 – 180) × 100) = 40%

Percentage of hours = 100% - 40 = 60%

Prateek Mohan

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

Percentage of hours worked = 100 – ((480 – 120) × 100) = 25%

Percentage of hours = 100% - 25% = 75%
not worked

Ryan Strauss

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 5 hours = 300 minutes

Percentage of hours worked = 100 – ((480 – 300) × 100) = 62.5%

Percentage of hours = 100% - 37.5% = 37.5%
not worked
**Duro Taylor**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 4 hour = 240 minutes  
Percentage of hours worked = \(100 - \left(\frac{480 - 240}{480}\right) \times 100\) = 50%  

Percentage of hours = 100% - 50 = 50%  
not worked

**Kevin Boyce**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 5 hours = 300 minutes  
Percentage of hours worked = \(100 - \left(\frac{480 - 300}{480}\right) \times 100\) = 62.5%  

Percentage of hours = 100% - 37.5% = 37.5%  
not worked

**Overall Team Hours:**

Budgeted hours: 8 hours per team member for the week  
Budgeted hours total: \(8 \times 8 = 64\) hours = 3840 minutes  
Actual Hours Used: \(6 + 5 + 4 + 5 + 2 + 1.5 + 2 + 3 = 28.5\) hours = 1710 minutes  
Percentage of hours worked = \(100 - \left(\frac{3840 - 1710}{3840}\right) \times 100\) = 54.55%  

Percentage of hours = 100% - 54.55% = 45.45%  
not worked