The VERTIGO² team had a meeting during the course of the week. It was on Wednesday, November 10. The main focus was on CDR deadlines, assignments, and addressing any other CDR questions or concerns.

Mimi Phan

- went to the team meeting
- worked on portions of the CDR including Executive Summary
- website preparations (gathering biographies, timeline, and other needed items)
- performed various project management tasks (activity reports, reviewing portions of CDRs, emails, updating internal ECE schedule, etc)

7 hours

Tebo Leburu

- went to team meeting
- performed research for writing the interface requirements document for CDR
- worked with Duro Taylor on testability document for CDR

4 hours

Calvin Turzillo

- went to team meeting
- worked on CDR

3 hours

Prateek Mohan

- went to team meetings
- worked on portion of the detailed design specifications with Kevin Boyce
5 hours

Kevin Boyce

• went to team meetings
• assigned portions of CDR to team members
• researched for CDR
• worked with Prateek Mohan on power system portion of CDR

7 hours

Duro Taylor

• worked with Ryan Strauss on software requirements portion of CDR
• worked on interface requirements and testability with Tebo Leburu for the CDR

3 hours

Jeff Laub

• went to team meeting

2 hours

Budgeted Hours Spent:

Mimi Phan

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 7 hours = 420 minutes
Percentage of hours worked = \(100 - \left(\frac{480 - 420}{480}\right) \times 100\) = 87.5%

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

Tebo Leburu

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

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

Percentage of hours = \(\left(\frac{480 - 240}{480}\right) \times 100\) = 50%
not worked 480
Calvin Turzillo
Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 3 hours = 180 minutes
Percentage of hours worked = \(100 - \frac{(480 - 180) \times 100}{480}\) = 37.5%
Percentage of hours = \(\frac{(480 - 180) \times 100}{480}\) = 62.5%
not worked

Prateek Mohan
Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 5 hours = 300 minutes
Percentage of hours worked = \(\frac{300}{480}\) = 62.5%
Percentage of hours = \(\frac{180}{480}\) = 37.5%
not worked

Kevin Boyce
Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 7 hours = 420 minutes
Percentage of hours worked = \(100 - \frac{(480 - 420) \times 100}{480}\) = 87.5%
Percentage of hours = \(\frac{(480 - 420) \times 100}{480}\) = 12.5%
not worked

Duro Taylor
Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 3 hours = 180 minutes
Percentage of hours worked = \(100 - \frac{(480 - 180) \times 100}{480}\) = 37.5%
Percentage of hours = \(\frac{(480 - 180) \times 100}{480}\) = 62.5%
not worked

Jeff Laub
Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 4 hours = 240 minutes
Percentage of hours worked = \(100 - \frac{(480 - 240) \times 100}{480}\) = 50%
Percentage of hours = \((480 - 240) \times 100\) = 50%
not worked 480

**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: 7 + 4 + 3 + 5 + 7 + 3 + 2 + 0 = 31 hours = 1860 minutes
Percentage of hours worked = \(\frac{100 - (3840 - 1860) \times 100}{3840}\) = 48.44%
Not worked
Percentage of hours = 100% - 48.44% = 51.56%
Not worked