The VERTIGO² team had two meetings over the course of the week. The first meeting was held on Wednesday, November 24 at 10 am. We edited current CDR parts, and went looking around town for parts. The next meeting was held on Saturday, November 27 at 10 pm. We reviewed the remainder of CDR parts. Also, three students (Tebo Leburu, Kevin Boyce, and Jeff Laub) met together to work on the CDR presentation. One was missing in action.

Mimi Phan

- went to both team meetings
- wrote a couple of CDR parts
- prepared, and edited CDR
- worked on editing CDR presentation
- worked on team website
- performed various project management tasks (activity reports, editing more portions of PDR, preparing action items for meetings, gantt chart, etc)

23 hours

Tebo Leburu

- went to one meeting
- created CDR powerpoint presentation with Jeff and Kevin
- edited Interface Requirements and Testability for CDR document

3 hours
Calvin Turzillo

- worked on portion of Detailed Product Specifications

3 hours

Prateek Mohan

- went to both team meetings
- made changes to Power System portion and Reliability of CDR
- worked on team website

8+ hours

Ryan Strauss

- went to both team meetings
- worked on Software Detailed Specifications and Reliability

6.5 hour

Kevin Boyce

- went to both team meetings
- worked on some parts of the CDR
- worked on CDR presentation with Tebo and Jeff

5.75 hours

Jeff Laub

- wrote Base Station portion of CDR
- sent in Bio for website

3 hours

Budgeted Hours Spent:

Mimi Phan

Budgeted Hours = 8 hours = 480 minutes
Actual Hours Spent = 23 hours = 1380 minutes
Percentage of hours worked = \(100 - \left(\frac{(480 - 1380)}{480}\right)\) = 287.5%

Percentage of hours = 100% - 287.5% = -187.5%
not worked

**Tebo Leburu**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 3 hours = 180 minutes  
Percentage of hours worked = 100 – ((480 – 180) x 100) = 37.5%  

\[
\text{Percentage of hours} = \frac{480 - 180}{480} = 62.5%
\]

not worked

**Calvin Turzillo**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 3 hours = 180 minutes  
Percentage of hours worked = 100 – ((480 – 180) x 100) = 37.5%  

\[
\text{Percentage of hours} = \frac{480 - 180}{480} = 62.5%
\]

not worked

**Prateek Mohan**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent approx. ≈ 8+ hours = 480+ minutes  
Percentage of hours worked = 100 – ((480 – 480+) x 100) = 100+%

\[
\text{Percentage of hours} = \frac{100 - 100}{480} = 0%
\]

not worked

**Ryan Strauss**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 6.5 hours = 390 minutes  
Percentage of hours worked = 100 – ((480 – 390) x 100) = 81.25%

\[
\text{Percentage of hours} = \frac{100 - 390}{480} = 18.75%
\]
**Kevin Boyce**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 5.75 hours = 345 minutes  

Percentage of hours worked = (345) = 72.00%  
480  

Percentage of hours = (135) = 28.0%  
not worked 480

**Jeff Laub**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 3 hours = 180 minutes  
Percentage of hours worked = 100 – ((480 – 180) x 100) = 37.5%  
480  

Percentage of hours = ((480 – 180) x 100) = 62.5%  
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: 23 + 3 + 8 + 6.5 + 5.75 + 3 + 3 + 0 = 52.25 hours = 3135 minutes  
Percentage of hours worked = 100 - ((3840 – 3135) x 100) = 81.64%  
3840  
Percentage of hours = 100% - 81.64% = 18.36%  
not worked

**Please note that the overall team hours include overhead.**