The team only had one meeting during the duration of the week. The meeting was held on Monday, December 6, 2004. The team went over plans for the holidays which includes working on the prototyping and coding the joystick.

**Mimi Phan**
- went to team meeting as well as management meeting
- worked on fixing CDR presentation
- assisted Prateek with team website
- performed various project management tasks (activity reports, editing more portions of PDR, preparing action items for meetings, gantt chart, etc)

5 hours

**Tebo Leburu**
- went to team meeting

3 hours

**Prateek Mohan**
- went to team meeting
- worked on team website

2 hours
Ryan Strauss

• went to team meeting
• practiced for CDR presentation

1 hour

Kevin Boyce

• nothing to report

0 hours

Budgeted Hours Spent:

Mimi Phan

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

Percentage of hours = 100% - 62.5% = 37.5%
not worked

Tebo Leburu

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 approx. = 2 hours = 120 minutes

Percentage of hours worked = 100 – \( \frac{(480 - 120) \times 100}{480} \) = 25%

Percentage of hours = 100% - 25% = 75%
not worked
**Ryan Strauss**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 6.5 hours = 390 minutes  
Percentage of hours worked = \(100 - \left(\frac{480 - 390}{480}\right) \times 100\) = 81.25%  
Percentage of hours = 100 - 81.25 = 18.75%

**Kevin Boyce**

Budgeted Hours = 8 hours = 480 minutes  
Actual Hours Spent = 0 hours = 0 minutes  
Percentage of hours worked = \(100 - \left(\frac{480 - 0}{480}\right) \times 100\) = 0%  
Percentage of hours = 100 - 0 = 100%

**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: 5 + 3 + 2 + 0 + 1 + 0 + 0 = 11 hours = 660 minutes  
Percentage of hours worked = \(100 - \left(\frac{3840 - 660}{3840}\right) \times 100\) = 17.19%  
Percentage of hours = 100% - 81.64% = 82.81%  
not worked