

Milestone I Report (WSR)

[2/1/2016]

To: [Barkdull, Heath; Hendricks, Amy; Linos; Panos]

From: [Barkdull, Heath]

Subject: First Milestone Report

MILESTONE I:

- Establish teams and their structures (i.e. election of leaders, assignment of member roles, responsibilities, duties, etc.)
 - This was accomplished. Heath Barkdull and Amy Hendricks are the team members with Heath taking the lead on the project since he has experience in EPICS. Amy will communicate with the client and handle prototyping and coding where she can.
- Provide orientation to new members (i.e. introduction to the team rules, evaluation procedure, progress assessment, responsibilities, mentoring, etc.)
 - Amy, the only member not to have taken EPICS was brought up to speed, the only task left to do is to fill out the ICR forms
- Establish and document a detailed semester project plan, which includes individual and group goals and deliverables for the semester.
 - A timeline was established (see Semester Timeline under Group Documents)
 - Individual and group goals were also filled out and are also under Group Documents
- Meet with the instructor and customer to establish consensus for the semester plan and address suggestions for modification.
 - Team met with Dr. Linos on 2/2/16 to discuss the project.