

Date (EST timezone)	Discussion Content
Tuesday March 2 <sup>nd</sup> : 12:30pm – 2:30pm	Milestone 0 – team meeting and role selection Begin Milestone 1 – write the initial problem statement, being how-why ladder
Wednesday March 3 <sup>rd</sup> : 11:30am– 2:40pm	Milestone 1 – complete how-why ladder and justification, objectives and their rationales/metrics, project planning (resources, previous experiences)
<b>Monday March 8<sup>th</sup>: 8:30pm – 9:30pm</b>	Complete Milestone 1 – add fourth objective to ensure level 4 (based on rubric). Discuss general project ideas, look forward to Milestone 2
Tuesday March 9 <sup>th</sup> : 12:30pm – 2:30pm	Milestone 2 – write refined problem statement, come up with primary and secondary functions for the morph chart
<b>Tuesday March 9<sup>th</sup>: 9:50pm – 10:20pm</b>	<b>Attendees: Luigi, Avanish</b> Final review and submission for milestones 0 and 1
Wednesday March 10 <sup>th</sup> : 11:30am – 2:30pm	Milestone 2 – complete functional analysis, concept exploration and sketches
Tuesday March 16 <sup>th</sup> : 12:30am – 2:30pm	Milestone 3 – initial prototypes and thoughts, discussion, and preparation for design review.
Wednesday March 17 <sup>th</sup> : 11:30am – 12:30pm	Milestone 3 – Peer design review, taking notes on science student feedback
<b>Thursday March 18<sup>th</sup>: 3:30pm – 4:15pm</b>	<b>Attendees: Luigi, Avanish, Ziad</b> Milestone 3 – Create decision matrix
<b>Saturday March 20<sup>th</sup>: 3:15pm – 4:00pm</b>	<b>Attendees: Luigi, Michael</b> Milestone 3 – Write rationale. Looking ahead and discussion for milestone 4.
Tuesday March 23 <sup>rd</sup> : 12:30pm – 2:30pm	Milestone 4 – Discuss logistics of design, begin CAD modelling parts.
Tuesday March 30 <sup>th</sup> : 12:30pm – 2:00pm	Milestone 4 – Work on remaining sections. Assign work to be done individually before submission deadline.
<b>Tuesday March 30<sup>th</sup>: 7:30pm – 10:00pm</b>	Milestone 4 – Finish milestone.
Wednesday March 31 <sup>st</sup> : 11:30am – 1:00pm	Final Deliverables preparation, understanding what needs to get done in the next two weeks (video, report). Set up PowerPoint and report template.
<b>Monday April 5<sup>th</sup>: 1:00pm – 3:30pm</b>	Finalize model and motion simulation, discuss video presentation and PowerPoint, plan to meet again later in the afternoon.
<b>Monday April 5<sup>th</sup>: 6:00pm – 11:59pm</b>	Complete PowerPoint presentation, record and rerecord video many times, finalize and submit video.
Tuesday April 6 <sup>th</sup> : 1:20pm – 1:30pm	Final video presentation.
<b>Monday April 12<sup>th</sup>: 6:15pm – 8:15pm</b>	Work on final deliverable – complete executive summary and introduction sections.
<b>Tuesday April 13<sup>th</sup>: 8:00pm – 10:00pm</b>	Work on final deliverable – appendices, conceptual design.
<b>Wednesday April 14<sup>th</sup>: 6:00pm – 11:59pm</b>	Work on final deliverable – tidy up appendices, finish main body of report.
<b>Thursday April 15<sup>th</sup>: 1:00pm – 4:00pm</b>	Finish final deliverable – re-read body, tie up loose ends

- *\*Dates in red were outside of scheduled class time*
- *\*\*Entire group was present if Attendees was not listed*
- *Conversation took place via an Instagram group chat in which we discussed the project and when to meet up.*
- *Individual direct messages on Teams were exchanged if Instagram was not accessible.*