

Project Status Report: CEEEn-2018CPST-009

Report Date: 10/01/2018

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Project Title: Coleman Engineering - Sewer System Consolidation

1) Summary of technical/non-technical challenges encountered

- Finding the most efficient communication method between group members has been tricky
- Aligning schedules was a bit more complicated than expected
- Making meetings time-effective was a shared concern

2) Team approaches & resolutions to overcome challenges

- We had a discussion in a team meeting about the best method of communication; we decided to change the group text from one-sided communication to an active conversation
- We established a regular team meeting place and time
- We established the use of an agenda during our meetings

3) Status of challenge resolutions & potential project impact

- The team is more optimistic about having frequent communication
- Pre-scheduling the team room has saved us time—we can immediately start our meeting at the time scheduled (no time is wasted looking for a location to sit down)
- So far, the agenda has helped guide our meetings

4) Project status & summary

- Wildly Important Goals and Lead Measures were set
- Team meetings have been scheduled next week to work on the Statement of Work
- IT has been contacted about installing Water CAD