

Team: ASME HPVC SP21'

Team ID	Student Name	Week 1 total	Week 2 Total	Week 3 Total	Week 4 Total	Week 5 Total	Week 6 Total	Week 7 Total	Week 8 Total	Week 9 Total	Week 10 Total	Week 11 Total	Week 12 Total	Week 13 Total	Week 14 Total	Week 15 Total	Total Hours to Date
ASME HPVC	Abel Aldape	3.5	5.5	10.75	2.1	5.5	9.15	3.5	12.5	3.5	10.2	8.5	8	10.5	5.5	4.5	103.2
ASME HPVC	Preston Berchtold	3.5	3	5.5	3	3	7.5	2.5	10.5	2	3.5	3	4.75	0.5	6	4	62.25
ASME HPVC	Martin Dorantes	3.5	4	5.5	7	6.25	9	6	11	9	9	6	7.75	4.5	6	7.5	102
ASME HPVC	Trent Todd	2.5	4	10.5	4.5	4.5	12.1	4	13	4.5	8	7	9.5	9.5	7	6	106.6

Notes:

1. Team members should be listed in alphabetical order by last name.
2. Team members full names should be used.
3. Be sure to include the full team number (i.e. Team 19FXX) at the top.
4. Only this sheet will be turned in each week, but the instructor may request to see the full document on occasion.

Team Number: [insert team number here]

Team Name: ASME HPVC

Team Member: Abel Aldape

Week 1		
Date	Day	Location(s) and Time(s)
11-Jan	Monday	
12-Jan	Tuesday	
13-Jan	Wednesday	
14-Jan	Thursday	
15-Jan	Friday	Home 12 pm to 1pm
16-Jan	Saturday	Home 9 am to 1030 pm, 2pm to 3
17-Jan	Sunday	Home 1 pm to 2 pm

Week 2		
Date	Day	Location(s) and Time(s)
18-Jan	Monday	
19-Jan	Tuesday	Home 11am-12pm
20-Jan	Wednesday	Home 1pm-2pm + 220pm-320 pm
21-Jan	Thursday	Zoom 935am-1005am
22-Jan	Friday	10am-11am
23-Jan	Saturday	
24-Jan	Sunday	6pm-7pm

Week 3		
Date	Day	Location(s) and Time(s)
25-Jan	Monday	Home 1230pm-130pm 220pm-320pm
26-Jan	Tuesday	Home 11am-1pm
27-Jan	Wednesday	Home 4pm-445pm
28-Jan	Thursday	
29-Jan	Friday	Home 12pm-3pm 330 pm-430 pm
30-Jan	Saturday	
31-Jan	Sunday	Home 7pm-8pm

Week 4		
Date	Day	Location(s) and Time(s)
1-Feb	Monday	Home- Presentation Completion and Practice
2-Feb	Tuesday	

3-Feb	Wednesday	Home- 4pm-430pm
4-Feb	Thursday	
5-Feb	Friday	
6-Feb	Saturday	
7-Feb	Sunday	

Week 5		
Date	Day	Location(s) and Time(s)
8-Feb	Monday	Teams 4pm-5 pm
9-Feb	Tuesday	Teams 935 am-1005 am
10-Feb	Wednesday	Home 12 pm 2 pm
11-Feb	Thursday	
12-Feb	Friday	Zoom 1030 am-11am
13-Feb	Saturday	
14-Feb	Sunday	Home 6pm-730pm

Week 6		
Date	Day	Location(s) and Time(s)
15-Feb	Monday	Teams 515pm-620pm
16-Feb	Tuesday	Home 2pm-3pm
17-Feb	Wednesday	
18-Feb	Thursday	
19-Feb	Friday	Self Learning 12pm-4pm
20-Feb	Saturday	
21-Feb	Sunday	Home 1 pm- 3pm

Week 7		
Date	Day	Location(s) and Time(s)
22-Feb	Monday	Teams 4pm-5pm
23-Feb	Tuesday	Teams 9am-930am
24-Feb	Wednesday	Teams 4 pm-5pm
25-Feb	Thursday	
26-Feb	Friday	
27-Feb	Saturday	
28-Feb	Sunday	Home 4pm-5pm

Week 8		
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Date	Day	Location(s) and Time(s)
1-Mar	Monday	Teams 4pm-5pm
2-Mar	Tuesday	Zoom 6pm-630 pm
3-Mar	Wednesday	Teams 4pm-5pm
4-Mar	Thursday	Home 12 pm 430 pm
5-Mar	Friday	Home 12 pm-4pm
6-Mar	Saturday	
7-Mar	Sunday	Home 5pm-630pm

Week 9		
Date	Day	Location(s) and Time(s)
8-Mar	Monday	Teams 4pm-5pm
9-Mar	Tuesday	Teams 9:35-10am
10-Mar	Wednesday	
11-Mar	Thursday	
12-Mar	Friday	
13-Mar	Saturday	
14-Mar	Sunday	Home 5pm-7pm

Week 10		
Date	Day	Location(s) and Time(s)
15-Mar	Monday	Teams 5pm-6pm
16-Mar	Tuesday	Home 10am-12pm
17-Mar	Wednesday	Teams 4pm-520pm
18-Mar	Thursday	Home 11am-1pm Home 6pm-7pm
19-Mar	Friday	Home and Trents House (and some Home Depot) 10am-1pm
20-Mar	Saturday	
21-Mar	Sunday	

Week 11		
Date	Day	Location(s) and Time(s)
22-Mar	Monday	Teams 4pm-5pm
23-Mar	Tuesday	Home 12pm-2pm 3pm-4pm 6-830pm
24-Mar	Wednesday	
25-Mar	Thursday	
26-Mar	Friday	
27-Mar	Saturday	
28-Mar	Sunday	Home 6pm-7pm

Week 12		
Date	Day	Location(s) and Time(s)
29-Mar	Monday	Teams 4pm-545pm 7pm-715pm
30-Mar	Tuesday	
31-Mar	Wednesday	Teams 5pm-7pm
1-Apr	Thursday	
2-Apr	Friday	
3-Apr	Saturday	
4-Apr	Sunday	Home 11am-1pm Home 5pm-7pm

Week 13		
Date	Day	Location(s) and Time(s)
5-Apr	Monday	Machine Shop 1pm-5pm
6-Apr	Tuesday	MS Teams 935am-1005am
7-Apr	Wednesday	
8-Apr	Thursday	Home- 11pm-3pm
9-Apr	Friday	
10-Apr	Saturday	
11-Apr	Sunday	Home 12pm-2pm

Week 14		
Date	Day	Location(s) and Time(s)
12-Apr	Monday	Teams 4pm-430pm
13-Apr	Tuesday	
14-Apr	Wednesday	Home 12pm-2pm
15-Apr	Thursday	

16-Apr	Friday	Home 2pm-4pm
17-Apr	Saturday	
18-Apr	Sunday	Home 6pm-7pm

Week 15		
Date	Day	Location(s) and Time(s)
19-Apr	Monday	Trents House 4pm-6pm
20-Apr	Tuesday	
21-Apr	Wednesday	Teams 4pm-5pm
22-Apr	Thursday	
23-Apr	Friday	Home 11pm-12am
24-Apr	Saturday	
25-Apr	Sunday	Home 12pm-1230pm

Notes:

1. Only list activities r
2. Consider quantity d
3. Be honest and accu
4. Do not delete previ
5. All cells must be wr

TimeCard	
Activities & Contributions	Total Time (hours)
Set up Teams, began organizing folders, first agenda	1
Team Meeting, Teams Organization and Charter Editing	2.5
Researching Recumbent Bicycles, SOTA	
Weekly total	3.5

TimeCard	
Activities & Contributions	Total Time (hours)
SOTA Research (Ergonomics)	1
Competition Rules and Guidelines, Team Meeting	2
Meeting with Willy	0.5
Meeting with Perry (Client)	1
SOTA Research (Steering)	1
Weekly total	5.5

TimeCard	
Activities & Contributions	Total Time (hours)
Gantt Chart, Team Meeting	2
SOTA Research, Reading HPV Design Textbook	2
Team Meeting, Assigned Presentation Slides	0.75
Presentation Slides + Client Meeting with Perry	5
Final Editing Presentation	1
Weekly total	10.75

TimeCard	
Activities & Contributions	Total Time (hours)
Completing and Practicing the Power Point	1.5

Assigned Tasks and Began looking at Website	0.5
Weekly total	2

TimeCard	
Activities & Contributions	Total Time (hours)
Ran meeting, prepared agenda, assigned tasks.	1
Presentation Review	0.5
Pugh Chart creation, Black Box creation	2
Client Meeting, Discussed new ER's	0.5
Black Box decomposition	1.5
Weekly total	5.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting , blackbox decomposition and synthesis of all ideas, discussed presentation.	1.15
Created Skeleton Presentation and assigned slides	1
Began working on Solidworks model, completed advanced tutorials and began simulation testing for design	4
Edditing presentation slides	3
Weekly total	9.15

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation practice and final edits	1
Final rehearsal for presentation 2	0.5
Divided Preliminary report into individual sections	1
Plan for next meeting, preliminary report work	1
Weekly total	3.5

TimeCard	
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Activities & Contributions	Total Time (hours)
Discussed Preliminary Report and Split up sections for personal writing	1
Met with Willy in Office Hours to discuss CR's and ER's	0.5
Worked on finishing formatting for preliminary report , discussed meeting with client and machine shop times	1
Researching all other subsystems to complete necessary preliminary report subsections	4.5
Finished editing and formatting Preliminary Report	4
Prepare for meetings this week, brainstorm self memo ideas for team mates. Look ahead and plan for deliverables	1.5
Weekly total	12.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting, split up analysis project, discussed back up ideas, planned for staff meeting, plan to meet with Perry	1
Staff meeting with Willy	0.5
Plan meeting for Monday, begin deformation analysis	2
Weekly total	3.5

TimeCard	
Activities & Contributions	Total Time (hours)
Split up presentation, split cad package, emailed client	1
Frame Design in SolidWorks	2
As a team finished the Project Requirements portion of the presentation	1.2
Finalized Frame Design in SolidWorks, Submitted paragraph for memo and began deflection calculations	3
Finished team analysis memo, made prototype of frame and rollcage	3
Weekly total	10.2

TimeCard	
Activities & Contributions	Total Time (hours)
Finalized more of the presentation, began planning out CAD package	1
Adjustable Seat Brackets Solidworks, Engineering Drawings of all parts, Final Editing of Presentation	6.5
Developed Plan for meeting and rest of semester	1
Weekly total	8.5

TimeCard	
Activities & Contributions	Total Time (hours)
Lead team meeting and finalized presentation. Reviewed timecards and submitted team time card	2
Team Meeting to finalize FMEA portion of Final Report	2
Finalized Final Report	4
Weekly total	8

TimeCard	
Activities & Contributions	Total Time (hours)
Trent and I redesigned CAD files	4
Staff Meeting with Willy	0.5
Finalize Frame and adjustable CAD parts	4
CAD drawings	2
Weekly total	10.5

TimeCard	
Activities & Contributions	Total Time (hours)
Attempt to contact client, discuss strategies for client relations and budget requests	0.5
Individual Analysis, SolidWorks Tutorials	2

Finish Individual Analysis	2
Strategize for final prototype	1
Weekly total	5.5

TimeCard	
Activities & Contributions	Total Time (hours)
Finish prototype, film video	2
Review Video, Practice Presentation, Discuss Purchase Requests and Final Deliverables	1
Write up Prototype summary and submit	1
Peer Evals	0.5
Weekly total	4.5

ious weeks. If necessary, hide the rows later in the semester.

Team Number: [insert team number here]
 Team Name: ASME HPVC
 Team Member: Preston Berchtold

Week 1		
Date	Day	Location(s) and Time(s)
11-Jan	Monday	
12-Jan	Tuesday	
13-Jan	Wednesday	
14-Jan	Thursday	
15-Jan	Friday	
16-Jan	Saturday	Home - 9am to 11am
17-Jan	Sunday	Home - 3pm - 3:30pm

Week 2		
Date	Day	Location(s) and Time(s)
18-Jan	Monday	
19-Jan	Tuesday	
20-Jan	Wednesday	Home - 2:20 - 3:20pm
21-Jan	Thursday	Home - 9:35 - 10:05am AND 7:00pm - 8:30pm
22-Jan	Friday	
23-Jan	Saturday	
24-Jan	Sunday	

Week 3		
Date	Day	Location(s) and Time(s)
25-Jan	Monday	Home 2:20 - 3:20p [Zoom/Teams]
26-Jan	Tuesday	
27-Jan	Wednesday	Home 5:30 - 6p
28-Jan	Thursday	
29-Jan	Friday	Home 3:30 - 4:30p [Zoom/Teams]
30-Jan	Saturday	Home 6:30 - 8:30p [Zoom/Teams]
31-Jan	Sunday	Home 6:00-7:00p

Week 4		
Date	Day	Location(s) and Time(s)
1-Feb	Monday	Home 4:00-5:30p [Zoom/Teams]
2-Feb	Tuesday	Home 9-9:30
3-Feb	Wednesday	Home 5:30 - 6p
4-Feb	Thursday	
5-Feb	Friday	Home 5:00 - 5:30p
6-Feb	Saturday	
7-Feb	Sunday	

Week 5		
Date	Day	Location(s) and Time(s)
8-Feb	Monday	Home 4:00-5:00p [Zoom/Teams]
9-Feb	Tuesday	
10-Feb	Wednesday	Home 4:00-5:00p [Zoom/Teams]
11-Feb	Thursday	
12-Feb	Friday	Home 6-11
13-Feb	Saturday	
14-Feb	Sunday	Home 6:00-7:00p

Week 6		
Date	Day	Location(s) and Time(s)
15-Feb	Monday	Home 5:00 - 6:30p
16-Feb	Tuesday	
17-Feb	Wednesday	
18-Feb	Thursday	
19-Feb	Friday	Home 6-10p
20-Feb	Saturday	
21-Feb	Sunday	Home 6-8p

Week 7		
Date	Day	Location(s) and Time(s)
22-Feb	Monday	Home 4:00-5:00p [Zoom/Teams]
23-Feb	Tuesday	
24-Feb	Wednesday	Home 5-6p [Zoom/Teams]
25-Feb	Thursday	

26-Feb	Friday	Home 6:00-6:30p
27-Feb	Saturday	
28-Feb	Sunday	

Week 8		
Date	Day	Location(s) and Time(s)
1-Mar	Monday	
2-Mar	Tuesday	
3-Mar	Wednesday	Home 5-9:30p
4-Mar	Thursday	
5-Mar	Friday	Home 2p-7pm
6-Mar	Saturday	
7-Mar	Sunday	

Week 9		
Date	Day	Location(s) and Time(s)
8-Mar	Monday	Home 4-5p [Zoom/Teams]
9-Mar	Tuesday	
10-Mar	Wednesday	
11-Mar	Thursday	Home 6-7p
12-Mar	Friday	
13-Mar	Saturday	
14-Mar	Sunday	

Week 10		
Date	Day	Location(s) and Time(s)
15-Mar	Monday	Home 5-6p [Teams]
16-Mar	Tuesday	
17-Mar	Wednesday	Home 4-5:30p [Teams]
18-Mar	Thursday	Home 6-7p
19-Mar	Friday	
20-Mar	Saturday	Home 2-3p
21-Mar	Sunday	

Week 11		
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Date	Day	Location(s) and Time(s)
22-Mar	Monday	Team Meeting - 4-5p [Teams]
23-Mar	Tuesday	
24-Mar	Wednesday	
25-Mar	Thursday	
26-Mar	Friday	Home 6-8pm
27-Mar	Saturday	
28-Mar	Sunday	

Week 12

Date	Day	Location(s) and Time(s)
29-Mar	Monday	Home - 4-5:45p [Teams]
30-Mar	Tuesday	
31-Mar	Wednesday	Home 5-6p [Teams]
1-Apr	Thursday	
2-Apr	Friday	
3-Apr	Saturday	
4-Apr	Sunday	Home 5:30-7:30

Week 13

Date	Day	Location(s) and Time(s)
5-Apr	Monday	Home 9:35-10:05
6-Apr	Tuesday	
7-Apr	Wednesday	
8-Apr	Thursday	
9-Apr	Friday	
10-Apr	Saturday	
11-Apr	Sunday	

Week 14

Date	Day	Location(s) and Time(s)
12-Apr	Monday	Team Meeting - 4-5p [Teams]
13-Apr	Tuesday	
14-Apr	Wednesday	

15-Apr	Thursday	
16-Apr	Friday	Home 4-9p
17-Apr	Saturday	
18-Apr	Sunday	

Week 15		
Date	Day	Location(s) and Time(s)
19-Apr	Monday	Trent's House (4:00-6:00p)
20-Apr	Tuesday	
21-Apr	Wednesday	Team Meeting - 4-5p [Teams]
22-Apr	Thursday	
23-Apr	Friday	
24-Apr	Saturday	
25-Apr	Sunday	Home 4-5p

Notes:

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TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting - Working on Team Charter	2
Edited Team Charter for submission and Researching Project Requirements/Background	1.5
Weekly total	3.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting - Discussing upcoming client meeting and professor meeting. SOTA and Presentation deadlines given to team	1
Professor Meeting - discussing upcoming assignments AND SOTA research and writing team memorandum for client meeting	2
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting discussing upcoming client meeting and assignments	1
Recap missed team meeting	0.5
Client Meeting (Perry)	1
Presentation Research/Editing [SOTA, Budget, Lit Review]	2
Presenation Editing and Finalzation [Formatting/Tweaks]	1
Weekly total	5.5

TimeCard	
Activities & Contributions	Total Time (hours)
Presenation Practice and Editing. Team disussions over emails and upcoming deadlines.	1.5
Presentation Practice and Minor Editing	0.5
Overlooked missed meeting and notes	0.5
Prep for Website [Installing VPN]	0.5
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting - Concept Generation and Pugh Chart	1
Team meeting - Pugh Chart Discussion & plans for upcoming client meeting + Blackbox	1
BlackBox Generation	1
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting - Blackbox discussion, Upcoming presenation, and future client/professor meetings	1.5
Self Learning - Researching, SolidWorks, and Memo	4
Presentation Editing and Writing	2
Weekly total	7.5

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation Practice and Minor Editing	1
Team meeting - discussed upcoming Prelim Report	1

Preliminary Report Research and Editing	0.5
Weekly total	2.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting - discussing upcoming Prelim Report and Analytical Assignment	1
Team meeting (5-6) and Preliminary Report - Research and Writing	4.5
Preliminary Report - Research, Writing, Formats and Editing before submission	5
Weekly total	10.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting - Dividing Analytics Assignments	1
Website check - Bio and Picture	1
Weekly total	2

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting- Discussing upcoming assignments and organizing presentation	1
Team Meeting- Discussion on CAD package, presentation and analytical assignment	1.5
Writing paragraph for analytical assignment	
Catching up - overlooking prototype and reviewing missing presentation details	1
Weekly total	3.5

TimeCard	
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Activities & Contributions	Total Time (hours)
Presentation discussion with portioning to each group member, upcoming assignments (analytical, CAD, Final Report)	1
Presentation Work - Finished up slides, edited and formatted presentation	2
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting - discussing final presentation and upcoming final report	1.75
Team meeting - FMEA group work and Final report discussion	1
Final Report Work (Writing, Editing, Formatting)	2
Weekly total	4.75

TimeCard	
Activities & Contributions	Total Time (hours)
Staff Meeting	0.5
Weekly total	0.5

TimeCard	
Activities & Contributions	Total Time (hours)
Discusion on Individual Analysis, Prototype, and Website	1

Individual Analysis	5
Weekly total	6

TimeCard	
Activities & Contributions	Total Time (hours)
Prototype Buidling and Manufacturing	2
Discusion on Prototype presentation	1
Peer Eval	1
Weekly total	4

ious weeks. If necessary, hide the rows later in the semester.

Team Number: [insert team number here]

Team Name: ASME HPVC

Team Member: Martin Dorantes

Week 1		
Date	Day	Location(s) and Time(s)
11-Jan	Monday	
12-Jan	Tuesday	
13-Jan	Wednesday	
14-Jan	Thursday	
15-Jan	Friday	
16-Jan	Saturday	Home (9-10:30am, 4-5pm)
17-Jan	Sunday	Home (5:30-6:30pm)

Week 2		
Date	Day	Location(s) and Time(s)
18-Jan	Monday	
19-Jan	Tuesday	Home (8-9pm)
20-Jan	Wednesday	MS Teams (2:20-3:20pm)
21-Jan	Thursday	
22-Jan	Friday	Home (6-7am)
23-Jan	Saturday	
24-Jan	Sunday	Home (6-7pm)

Week 3		
Date	Day	Location(s) and Time(s)
25-Jan	Monday	MS Teams (2:20-4:20pm)
26-Jan	Tuesday	Home (12-1pm)
27-Jan	Wednesday	MS Teams (4-4:45pm)
28-Jan	Thursday	
29-Jan	Friday	Home (6-7:30am)
30-Jan	Saturday	
31-Jan	Sunday	Home (8-9pm)

Week 4		
Date	Day	Location(s) and Time(s)
1-Feb	Monday	MS Teams (4-5:30pm)
2-Feb	Tuesday	Home (6-8am, 9-10am)
3-Feb	Wednesday	MS Teams (4-4:30pm, 5-7pm)
4-Feb	Thursday	
5-Feb	Friday	
6-Feb	Saturday	
7-Feb	Sunday	

Week 5		
Date	Day	Location(s) and Time(s)
8-Feb	Monday	MS Teams (4-5pm)
9-Feb	Tuesday	MS Teams (9:35-10:05am)
10-Feb	Wednesday	Home (12-2pm, 4-4:45pm)
11-Feb	Thursday	
12-Feb	Friday	
13-Feb	Saturday	Home (8-10pm)
14-Feb	Sunday	

Week 6		
Date	Day	Location(s) and Time(s)
15-Feb	Monday	MS Teams(5:15-6:20pm)
16-Feb	Tuesday	
17-Feb	Wednesday	
18-Feb	Thursday	
19-Feb	Friday	Home (6-9am, 8-10pm)
20-Feb	Saturday	
21-Feb	Sunday	Home (8-9am, 5-7pm)

Week 7		
Date	Day	Location(s) and Time(s)

22-Feb	Monday	MS Teams (4-5pm)
23-Feb	Tuesday	Home (7-9am)
24-Feb	Wednesday	MS Teams (4-5pm)
25-Feb	Thursday	
26-Feb	Friday	Tubac, AZ (12-2pm)
27-Feb	Saturday	
28-Feb	Sunday	

Week 8		
Date	Day	Location(s) and Time(s)
1-Mar	Monday	MS Teams (4-5pm)
2-Mar	Tuesday	MS Teams (10am-4:30pm, 5-6pm)
3-Mar	Wednesday	MS Teams (5-6pm)
4-Mar	Thursday	
5-Mar	Friday	MS Teams (8-9:30pm)
6-Mar	Saturday	
7-Mar	Sunday	

Week 9		
Date	Day	Location(s) and Time(s)
8-Mar	Monday	MS Teams (4-5pm)
9-Mar	Tuesday	
10-Mar	Wednesday	Home (7-10pm)
11-Mar	Thursday	Home (9-10pm)
12-Mar	Friday	Home (8-10am, 2-4pm)
13-Mar	Saturday	
14-Mar	Sunday	

Spring

Week 10

Date	Day	Location(s) and Time(s)
15-Mar	Monday	MS Teams (5-6pm)
16-Mar	Tuesday	
17-Mar	Wednesday	MS Teams (4-5pm)
18-Mar	Thursday	Home (3-4pm)
19-Mar	Friday	Trent's house (10:00-1pm)
20-Mar	Saturday	Home (10-1pm)
21-Mar	Sunday	

Week 11		
Date	Day	Location(s) and Time(s)
22-Mar	Monday	Home (12-1pm, 4-5pm)
23-Mar	Tuesday	Home (8:30-9:30pm)
24-Mar	Wednesday	
25-Mar	Thursday	Home (7-9am, 8-9pm)
26-Mar	Friday	
27-Mar	Saturday	
28-Mar	Sunday	

Week 12		
Date	Day	Location(s) and Time(s)
29-Mar	Monday	MS Teams (4-5:45pm)
30-Mar	Tuesday	
31-Mar	Wednesday	
1-Apr	Thursday	
2-Apr	Friday	Home (7-10am, 12-3pm)
3-Apr	Saturday	
4-Apr	Sunday	

Week 13		
Date	Day	Location(s) and Time(s)
5-Apr	Monday	
6-Apr	Tuesday	MS Teams (9:35-10:05am)
7-Apr	Wednesday	

8-Apr	Thursday	Home (1-3pm)
9-Apr	Friday	Home (4-6pm)
10-Apr	Saturday	
11-Apr	Sunday	

Week 14		
Date	Day	Location(s) and Time(s)
12-Apr	Monday	MS Teams (4-4:30pm)
13-Apr	Tuesday	
14-Apr	Wednesday	Home (8-10pm)
15-Apr	Thursday	Home (2-3:30pm)
16-Apr	Friday	Home (12-2pm)
17-Apr	Saturday	
18-Apr	Sunday	

Week 15		
Date	Day	Location(s) and Time(s)
19-Apr	Monday	Trent's house (4-6pm)
20-Apr	Tuesday	Home (9am-12:30pm)
21-Apr	Wednesday	
22-Apr	Thursday	Home (6:30-8:30pm)
23-Apr	Friday	
24-Apr	Saturday	
25-Apr	Sunday	

Notes:

1. Only list activities r
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5. All cells must be wr

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting, organized team charter, set up template minutes files for client/team meetings	2.5
Research tadpole recumbent tricycle, frames, & Velomobiles	1
Weekly total	3.5

TimeCard	
Activities & Contributions	Total Time (hours)
Material selection research	1
Team meeting - prepared for client meeting, SOTA deadlines given, discuss outline for presentation	1
SOTA research	1
Ferring selection research, updates to SOTA research	1
Weekly total	4

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting covered client questions and presentation, QFD	2
Fairing SOTA review, material research	1
Team meeting covering slides assignments, format, and dates of presentation and next client meeting	0.75
Worked on assigned slides, prepared agenda & minutes for client meeting	1.5
Helped with finishing touches on presentation, ensured no missing requirements	1
Weekly total	6.25

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting, presentation practice, finalize project route (child-size HPV or compete)	1.5
Update QFD & animated figures, begin website overview with Dreamweaver, presentation practice, & class presentation 1	3
Team meeting, connecting to NAU remote desktop	2.5
Weekly total	7

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting covered concept generation and future deliverables	1
Team meeting with Dr. Willy to cover presentation feedback	0.5
More fairing & frame material research with pugh chart generation, team meeting covering pugh chart review and blackbox model tasks	2.75
Self-learn, blackbox model decomposition	2
Weekly total	6.25

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting covered blackbox decomposition, website, upcoming deliverables, and presentation 2	1
Self-learning/work on website code	5
Benchmarking research, finish presentation slides	3
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)

Team meeting practicing presentation	1
Code website, prepare for presentation	2
Team meeting, cover deliverables & assign sections in prelim report	1
Work on report and website	2
Weekly total	6

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting, worked on report split, website, and material selection	1
Worked on assigned sections in preliminary report, benchmarking research, requirements, lit review. Team meeting reviewing preliminary report before submission.	7.5
Work on prelim report, team meeting, prepare for machine workshop	1
Aid in final touches on prelim report, submit	1.5
Weekly total	11

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting, divide up systems for individual analysis assignment	1
Coding for website	3
Final touches on website before publishing to NAU capstone server	1
Published site, troubleshoot to ensure all features work on website	4
Weekly total	9

Break

TimeCard

Activities & Contributions	Total Time (hours)
Team meeting discussing upcoming deliverables	1
Team meeting discussing tasks for deliverables and statuses of CAD design	1
Set up memo doc & submitted paragraph	1
Finalized team memo, Home Depot trip to purchase PVC, build prototype frame	3
Research braking analysis, begin calculations, upload individual presentation slides	3
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Work on presentation, team meeting putting together final touches before submission	2
Finish and update last slides on presentation	1
Worked on individual analysis assignment, revised website code	3
Weekly total	6

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting to practice presentation and discuss final report	1.75
Final report work, filled in sections and added figures	6
Weekly total	7.75

TimeCard	
Activities & Contributions	Total Time (hours)
Staff meeting	0.5

Updated website code for most pages, put up on NAU server	2
Worked on website, individual analysis	2
Weekly total	4.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting discussing upcoming deliverables	0.5
Website adjustments, prepare to submit check 2	2
Work on individual analysis	1.5
Individual analysis work, submission	2
Weekly total	6

TimeCard	
Activities & Contributions	Total Time (hours)
Met to build prototype & film demonstration video	2
Building website	3.5
Finished website and uploaded to NAU server	2
Weekly total	7.5

ious weeks. If necessary, hide the rows later in the semester.

Team Number: [insert team number here]

Team Name: ASME HPVC

Team Member: Trent Todd

Week 1		
Date	Day	Location(s) and Time(s)
11-Jan	Monday	
12-Jan	Tuesday	
13-Jan	Wednesday	
14-Jan	Thursday	
15-Jan	Friday	
16-Jan	Saturday	Home 9:30-10:30 am
17-Jan	Sunday	Home 4:00-5:30 pm

Week 2		
Date	Day	Location(s) and Time(s)
18-Jan	Monday	
19-Jan	Tuesday	
20-Jan	Wednesday	MS teams 2:20-3:20 pm
21-Jan	Thursday	Home 7:00-8:00 pm
22-Jan	Friday	Home 9:00-10:15 am / MS teams 10:15-11:00 am
23-Jan	Saturday	
24-Jan	Sunday	

Week 3		
Date	Day	Location(s) and Time(s)
25-Jan	Monday	Home 11:00-2:20 pm/ MS teams 2:20- 4:20
26-Jan	Tuesday	
27-Jan	Wednesday	MS teams 4:00- 4:45pm
28-Jan	Thursday	
29-Jan	Friday	Home 10:00-1:00pm/ Zoom 3:30-4:30
30-Jan	Saturday	
31-Jan	Sunday	

Week 4		
Date	Day	Location(s) and Time(s)
1-Feb	Monday	Ms teams 4:00-5:30
2-Feb	Tuesday	Ms teams 9:00-9:30am
3-Feb	Wednesday	Ms teams 4:00-4:30
4-Feb	Thursday	
5-Feb	Friday	
6-Feb	Saturday	
7-Feb	Sunday	Home 3:00-5:00

Week 5		
Date	Day	Location(s) and Time(s)
8-Feb	Monday	MS Teams (4-5pm)
9-Feb	Tuesday	MS Teams (9:35-10:05am)
10-Feb	Wednesday	MS Teams (4:00-5:00pm)
11-Feb	Thursday	
12-Feb	Friday	Zoom (10:30-11:00am)
13-Feb	Saturday	
14-Feb	Sunday	Home (7:00-8:30pm)

Week 6		
Date	Day	Location(s) and Time(s)
15-Feb	Monday	MS Teams(5:15-6:20pm)
16-Feb	Tuesday	
17-Feb	Wednesday	
18-Feb	Thursday	
19-Feb	Friday	Home (2-9pm)
20-Feb	Saturday	Home (3-4pm)
21-Feb	Sunday	Home (3-4pm) MS teams (6-8pm)

Week 7		
Date	Day	Location(s) and Time(s)
22-Feb	Monday	MS Teams (4-5pm)
23-Feb	Tuesday	Home/ MS Teams (8:30-9:30am)

24-Feb	Wednesday	
25-Feb	Thursday	MS Teams (4-5pm)
26-Feb	Friday	Home (12-1pm)
27-Feb	Saturday	
28-Feb	Sunday	

Week 8		
Date	Day	Location(s) and Time(s)
1-Mar	Monday	MS Teams (4-5pm)
2-Mar	Tuesday	Home (6-10pm)
3-Mar	Wednesday	MS Teams (5-6pm)
4-Mar	Thursday	
5-Mar	Friday	Home/ MS Teams (1-6pm)
6-Mar	Saturday	
7-Mar	Sunday	Home (5-7pm)

Week 9		
Date	Day	Location(s) and Time(s)
8-Mar	Monday	MS Teams (4-5pm)☒
9-Mar	Tuesday	MS Teams (9-9:30am)
10-Mar	Wednesday	
11-Mar	Thursday	
12-Mar	Friday	Home (3-4pm)
13-Mar	Saturday	
14-Mar	Sunday	Home (4-6pm)

Week 10		
Date	Day	Location(s) and Time(s)
15-Mar	Monday	MS Teams (5-6pm) Home (6-7pm)☒
16-Mar	Tuesday	
17-Mar	Wednesday	Home (3:20-4pm) MS Teams (4-5:20pm)
18-Mar	Thursday	
19-Mar	Friday	Trent's house (10:00-1pm), home (2-4pm)

20-Mar	Saturday	
21-Mar	Sunday	

Week 11		
Date	Day	Location(s) and Time(s)
22-Mar	Monday	MS Teams (4-5pm), home (5-6pm)
23-Mar	Tuesday	home (6-9pm)
24-Mar	Wednesday	Home (5-7pm)
25-Mar	Thursday	
26-Mar	Friday	
27-Mar	Saturday	
28-Mar	Sunday	

Week 12		
Date	Day	Location(s) and Time(s)
29-Mar	Monday	MS Teams (4-5:40pm), home (5:40-6pm)
30-Mar	Tuesday	MS teams/home 9-9:30am
31-Mar	Wednesday	Home 5-8pm
1-Apr	Thursday	
2-Apr	Friday	
3-Apr	Saturday	
4-Apr	Sunday	home 2-6pm

Week 13		
Date	Day	Location(s) and Time(s)
5-Apr	Monday	Machine shop 1-5pm
6-Apr	Tuesday	MS teams 9:35-10:05am
7-Apr	Wednesday	
8-Apr	Thursday	Home 5-6pm
9-Apr	Friday	Home 1-5pm
10-Apr	Saturday	
11-Apr	Sunday	

Week 14		
Date	Day	Location(s) and Time(s)

12-Apr	Monday	MS teams 4:15-4:45pm
13-Apr	Tuesday	
14-Apr	Wednesday	
15-Apr	Thursday	Home (12-4pm)
16-Apr	Friday	
17-Apr	Saturday	Home (12-2pm)
18-Apr	Sunday	Home (8-8:30pm)

Week 15		
Date	Day	Location(s) and Time(s)
19-Apr	Monday	Home (4-6pm)
20-Apr	Tuesday	
21-Apr	Wednesday	MS Teams (3:30-4pm) Home (4-5pm)
22-Apr	Thursday	
23-Apr	Friday	Home (11-11:59pm)
24-Apr	Saturday	
25-Apr	Sunday	Home (6-7:30pm)

Notes:

- 1. Only list activities r
- 2. Consider quantity d
- 3. Be honest and accu
- 4. Do not delete previ

- 5. All cells must be wr

TimeCard	
Activities & Contributions	Total Time (hours)
Set up group text	
Team meeting- introductions, set up team charter, set up templates, and google teams.	1
Finalizing the team charter, and spent one hour researching project details	1.5
Weekly total	2.5

TimeCard	
Activities & Contributions	Total Time (hours)
timecard	
Team meeting - outline future assignments and tasks, prep. for client meeting,	1
Sota (powertrain) research	1
Research and prep for client meeting. / Client meeting with Perry Wood	2
Weekly total	4

TimeCard	
Activities & Contributions	Total Time (hours)
Additional Sota (steering) research, presentation prep., timecard, team meeting, QFD	5.3
Presentation slides assigned, plan presentaion date and client meeting	0.75
Finished Powerpoint Slides, client meeting, discussed alternative scope to project, review powerpoint	4
Weekly total	10.05

TimeCard	
Activities & Contributions	Total Time (hours)
Pratice powerpoint, plan future meeting and tasks	1.5
Pratice powerpoint	0.5
Assigned Tasks and Began looking at Website	0.5
Setting up remote desktop for dreamweaver	2
Weekly total	4.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting covered concept generation and future deliverables	1
Team meeting with Dr. Willy, presentation feedback	0.5
Team meeting, Pugh Chart Discussion & plan for upcoming client meeting	1
Client meeting, discuss new CR's	0.5
Black box and functional decompostion, self learn	1.5
Weekly total	4.5

TimeCard	
Activities & Contributions	Total Time (hours)
Reviewed black box and decomosition model, began working on a collective model, planning presentation slides, deliverables	1.1
Self learn, solidworks model	7
Presenation	1
Solidworks model, presentation content and formatting, turn in presentation	3
Weekly total	12.1

TimeCard	
Activities & Contributions	Total Time (hours)
Rehersing presentation	1
Presentation rehearsal	1

Assigned preliminary report roles, set up template	1
Planning bike layout, sketching ideas	1
Catch up	
Weekly total	4

TimeCard	
Activities & Contributions	Total Time (hours)
Discussed CAD model, planning preliminary report	1
Began and finished about 1/2 my preliminary report sections	4
Team meeting, discuss preliminary report progress, upcoming deliverables.	1
Finished preliminary report, formatting	5
Bio/ Pic for website, reviewing other teams reports and websites	2
Weekly total	13

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting, divide up systems for individual analysis assignments	1
Staff meeting	0.5
Review website	1
Study and plan for upcoming deliverables, looking into frame layout, sketches	2
Weekly total	4.5

TimeCard	
Activities & Contributions	Total Time (hours)
Break up presentation deliverables, discuss CAD, discuss analysis, frame design, study	2
Look into ackman steering, team meeting, worked on presentation deliverables, emailed Perry, plan prototype	2
Bought pvc and built prototype, plan, clean up, start presentation	4

Weekly total	8

TimeCard	
Activities & Contributions	Total Time (hours)
Work on presentation, construct budget, read previous reports, future schedule, bom	2
Ackerman calculations, presentation, solidoworks steering	3
Finalizing presenttions, future schedule, budget	2
Weekly total	7

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation praticce, plan final report, plan semester, timecard	2
Presentation Rehershal	0.5
final report	3
Finish and edit/format final report	4
Weekly total	9.5

TimeCard	
Activities & Contributions	Total Time (hours)
Met with Abel to restart CAD model, and reference previous models	4
Staff meeting	0.5
Edit Frame CAD	1
Work on sterring CAD, BOM, submit	4
Weekly total	9.5

TimeCard	
Activities & Contributions	Total Time (hours)

Discuss future activities, and contact client	0.5
Analysis	
Individual analysis	4
Finalize individual analysis	2
Review upcoming deliverables	0.5
Weekly total	7

TimeCard	
Activities & Contributions	Total Time (hours)
Met and finished prototype, home depot, filmed demonstration	2
Met and discussed prototype presentation, reviewed and checked website, discuss final deliverables, downloaded video, prepared prototype for presentation	1.5
Write up the prototpye summary and submitt	1
Write peer eval, text team about final deliverables, organize capstone files	1.5
Weekly total	6

ious weeks. If necessary, hide the rows later in the semester.

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