To: Dr. David Trevas

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Subject: Remote Excavator Team Post Mortem

Date: 8/14/2020

This memo provides a Post Mortem analysis of the team's first semester experience regarding the design of an electric remotely operated excavator. Discussion includes contributors to the project's success, and areas that need improvement, categorizing the goals achieved and missed, stemming from the team charter, time management, and design criteria. Furthermore, general adversity the team has faced, technical lessons learned, and organizational improvements will be dissected.

The team worked together extremely well, and the team charter was followed very closely. Each of the members completed a fair share of work, and each contributed valuable ideas for the project. The ground rules stated in the charter kept the team from having internal conflicts and promoted a healthy working environment. Due to the project being entirely online, it was challenging to find a suitable way to work together at first, but the team was able to find a way utilizing Zoom and Microsoft Teams. The most positive aspect of the design portion was learning new skills and bringing them together as a team.

Microsoft Teams had a positive impact on our team because we had one centralized place to store and collaborate with documents. Having the ability to edit documents at the same time as a team was a major contribution to the team's success during the design phase. The only problems the team encountered would have been getting times that everyone was available for to meet as a team to discuss upcoming assignments and to do list items. The only organizational actions that could be improved would be organizational folders in Microsoft Teams to organize documents according to assignments and dates. The team learned how to navigate zoom and Microsoft teams extremely well while adapting to the completely online classes, we also had to adapt to making prerecorded presentations without flaws to be presented to the client on zoom.

Ultimately, the structure of NAU's engineering design courses have provided a foundation for cooperation with respect to team management and contribution throughout the first capstone semester. The team charter supplied a basis of guidelines for the team to follow when presented with design challenges and to complete assignments throughout the semester. While the team was able to employ services such as Zoom and Microsoft Teams to aid with the online nature of the course, more organizational methods can be learned within these programs to increase efficiency and project performance.