

## Understanding the Problem

1. Problem and relation to team goals
2. How can the problem be broken down (decomposed)?
3. Where are there details in the problem that might be hidden (abstracted)?
4. How have others solved a similar problem (algorithmic thinking)?
5. What patterns does the problem have in it or related to other problems (pattern recognition)?

Team Members	Date	Signatures

## Team Brainstorming and Decision-Making

Design Criteria to Be Met		
Idea	Pros	Cons
Idea	Pros	Cons
Idea	Pros	Cons

**Evaluation of Ideas to Make Decision:** *Which idea has the most pros vs cons and meets the design criteria?*

Team Members	Date	Signatures

## Decision Matrix

	Criteria 1	Criteria 2	Criteria 3	Score
Weight				
Idea 1				
Idea 2				
Idea 3				
Idea 4				

Team Members	Date	Signatures

## Project Management

Team:		System Component			
Goal:		Date:			
Team Member	Task	Priority	Progress	Deadline	Done
Summary of progress and roadblocks to achieving the goal:					

Team Members	Date	Signatures

## Task Documentation

Name:	
Problem goal or task:	
Drawings, calculations, and pictures to support the task:	
Decisions made, lessons learned, or items that need further action:	
Roadblocks preventing progress:	

Team Members	Date	Signatures

## Testing

Design criteria to be met:

Robot Action	Observation and Notes	Suggestions for Improvement	Design Criteria Status

Status of Testing Session: What suggestions for improvement need to be made moving forward? What is the biggest limitation to meeting the design criteria?

Team Members	Date	Signatures