**MAE 162 – Collaboration / Task Matrix**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Task**  | **Student 1** | **Student 2** | **Student 3** | **Student 4** | **Student 5** | **Student 6** | **Student 7** | **Sum** | **Normalized Sum**  |
| **Preliminary Analysis**  | Objective Tree Analysis |  |  |  |  |  |  |  |  |  |
| Transparent Box Model |  |  |  |  |  |  |  |  |  |
| Performance Specification Analysis |  |  |  |  |  |  |  |  |  |
| Quality Function Deployment |  |  |  |  |  |  |  |  |  |
| Morphological Chart |  |  |  |  |  |  |  |  |  |
| Weighted Objective Method |  |  |  |  |  |  |  |  |  |
| **Design** | Sub System 1  |  |  |  |  |  |  |  |  |  |
| Sub System 2  |  |  |  |  |  |  |  |  |  |
| Sub System 3  |  |  |  |  |  |  |  |  |  |
| Sub System 4  |  |  |  |  |  |  |  |  |  |
| Sub System 5  |  |  |  |  |  |  |  |  |  |
| Sub System 6  |  |  |  |  |  |  |  |  |  |
| Sub System 7  |  |  |  |  |  |  |  |  |  |
| Sub System 8  |  |  |  |  |  |  |  |  |  |
| **Analysis**  | Design Specifications  |  |  |  |  |  |  |  |  |  |
| Motion Analysis |  |  |  |  |  |  |  |  |  |
| Finite Element Analysis |  |  |  |  |  |  |  |  |  |
| Dynamics |  |  |  |  |  |  |  |  |  |
| Control |  |  |  |  |  |  |  |  |  |
| Functional |  |  |  |  |  |  |  |  |  |
| **Report** | Technical Drawings |  |  |  |  |  |  |  |  |  |
| BOM |  |  |  |  |  |  |  |  |  |
| Video - Comprehensive Presentation  |  |  |  |  |  |  |  |  |  |
| Video – elevator Pitch |  |  |  |  |  |  |  |  |  |
| Presentation (In Class) |  |  |  |  |  |  |  |  |  |
| GANTT Chart |  |  |  |  |  |  |  |  |  |
| Final Report  |  |  |  |  |  |  |  |  |  |
| **Management**  | Group |  |  |  |  |  |  |  |  |  |
| Sub system  |  |  |  |  |  |  |  |  |  |
| **Sum** |  |  |  |  |  |  |  |  |  | **100** |

**Notes:**

1. **Column Sum** - The sum of each column as well as the normalized sum column should be equal to 100
2. **Normalized Sum** – Normalized the elements of the sum column with the sum of the sum column
3. **Analysis** - Gray text should be substitute with names of the tasks which are unique to the group’s project.
4. **Management** - Under the management category there are two categories including: (1) Management – dedicated to the group leader and (2) Subsystem - If the system was broken to multiple subsystems and you led the development of one subsystem together with multiple students – activity that requires some coordination / management you may allocate some percentage of your time in this category.
5. **Appendix** - Add the table as an Appendix 5 to the final report