

Project Status Report: CEEEn-2019CPST-007

Report Date: 10/11/2021

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Project Title: BYU Traffic Baseline Study

1) Summary of technical/non-technical challenges encountered

- Understanding how to follow through WIGs with new information pertaining to project.
- Deciding how much communication with our mentor and sponsor is deemed necessary.
- Allocating appropriate meeting lengths.

2) Team approaches & resolutions to overcome challenges

- Focus on implementing WIG goals into meetings.
- Meet with mentor to get better idea of scope and requirements of project.
- Document how meeting minutes are being used.

3) Status of challenge resolutions & potential project impact

- We met with our mentor to discuss the scope of the project and what needs to be done.
- We met as a team to discuss our lead measures for our WIGs.
- We held two sperate meetings to promote efficient gatherings.

4) Project status & summary

- We were able to meet with Dr. MacFarlane and Dr. Schultz to discuss project details.
- Discussed the transportation survey logistics and began brainstorming.
- Preparing questions to ask during the formal dinner.