

Using Monday.com

Solar Standards & Best Practices

Why Monday.com?

Monday was introduced to UBC Solar in September 2022

- Previously-used **Trello** has minimal timeline features
 - Primary reason for Monday introduction
- **Jira** and **Confluence** are powerful, but complicated to set-up
- Monday is the middleground - feature rich, but not overwhelming

Monday Layout

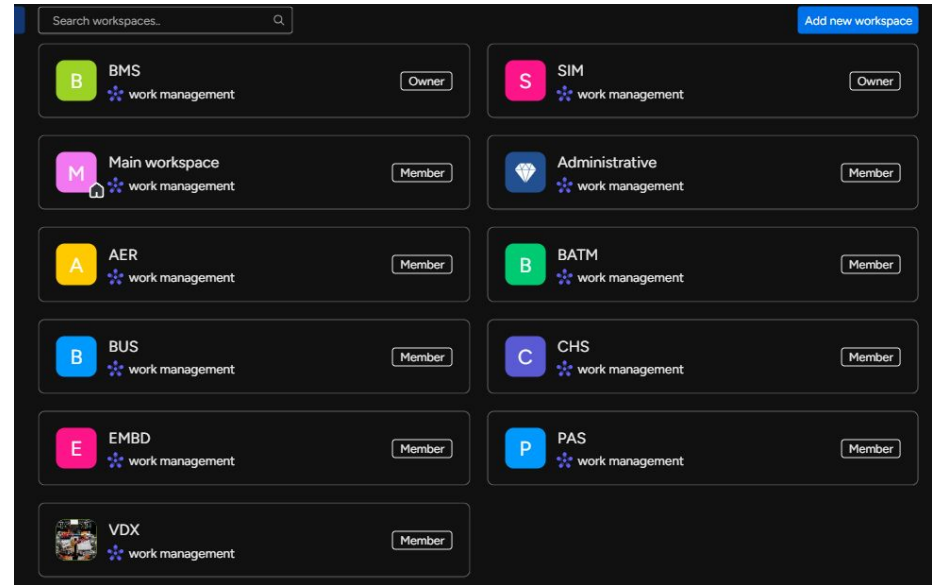
Subteam Workspaces

- Subteam timelines
- Subteam projects
- Files and documents

Main Workspace

- Car-wide timeline
- Team meeting minutes

Main Table and Gantt views



Subteam Boards

Items and Subitems

- Subitems are small parts of a project (1 day - 2 weeks)
- All project milestones must be broken into subitems

Project Columns

- Status: at-a-glance view of project state
- Timeline: set during DR0 - only leads may change
 - **You own your project's timeline**
- Dependencies: important for Gantt view



The screenshot displays a project management interface for a subteam board. The main heading is 'Pack Performance Characterization' with a sub-count of 3. The board is organized into columns: 'Subitem', 'Timeline', and 'Dependent On'. The 'Subitem' column lists tasks with checkboxes and add icons. The 'Timeline' column shows dates for each task. The 'Dependent On' column includes a 'Build...' button for one task.

Subitem	Timeline	Dependent On
<input type="checkbox"/> Build Out Visualization Requirements	Sep 26 - Oct 10	
<input type="checkbox"/> Create Visualization Tools	Oct 13 - Nov 26	Build...
<input type="checkbox"/> Log & Analyze Performance Metrics	Dec 2, '23 - May 21	
<input type="checkbox"/> + Add subitem		

What Goes on Monday?

Do:

- Give detailed summaries of design **decisions** and **discussions**
- Slack and in-person conversations must be captured in updates
- Use formatting to emphasize key points
- Treat an update as a mini-document

Don't

- Put single sentences in updates
- Use poor grammar or informal language
- "DM" in updates or replies

Always:

- Put personal notes, drive links, and technical docs on Monday

Effective Monday Updates

1. Context

2. Information

- Point 1
- Point 2
- Point 3

Excellent example:
[Saman's TEL Update](#)

3. Action Items

Use underlines, bullets, numbers

MJ Mischa Johal © 22d

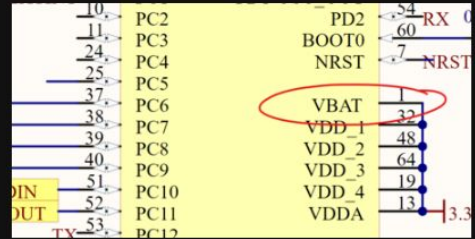
Real-Time Clock Persistence - Design Addition

After meeting with Nic and @Ishan Joshi, we identified the need for a method of keeping time across power cycles of the car. Currently, when the car is power cycled, the MCU's real time clock (RTC) will reset.

The ability to keep up time across power cycles of the car will enable us to correctly timestamp CAN data as it's received at the TEL board.

There are a couple ways of keeping time, the easiest (programmatically) of which is adding an external battery to keep the TEL MCU powered on, even when the car is turned off.

I'd initially envision this battery to be something like a 3.3V coin cell, which would power the MCU through the VBAT pin.



10	PC2	PD2	54
11	PC3	BOOT0	60
24	PC4	NRST	7
25	PC5		
37	PC6	VBAT	1
38	PC7	VDD_1	32
39	PC8	VDD_2	48
40	PC9	VDD_3	64
51	PC10	VDD_4	19
52	PC11	VDDA	13
53	PC12		

@Saman Niksiar Let's investigate the following items:

- Do regulations allow for an external battery on the car (apart from the supplemental)?
- If so, what options are there for a 3.3V battery to power the TEL MCU? (coin cell is the first one that came to mind, there may be others)
- How long could we expect this battery to last?

This update is a B+, could use some work

Summary

Effective communication is a skill

Updates must be...

- **Concrete** (convey all essential information)

while being...

- **Concise** (No fluff, the shorter the better)

and...

- **Clear** (read back your sentences)

Using Monday allows the team to stay on-budget and on-time