Main objectives - finish negotiating/documenting technical specs and project deliverables, begin to break down project work into parallel tasks, write draft of project description, technical spec, and deliverables using final report format. Recommended activities for this week are:

- Basic Project management issues
  - Put time-tracking in place: Excel spreadsheet, report hrs weekly.
  - Followup with sponsor, confirm record-keeping and archiving requirements.
  - Weekly status report e-mailed to sponsor.
  - Monthly update of project status, schedule, and budget to sponsor.
- EE4901 meeting with your faculty advisor at 12:30pm Thursday
  - Go over the Final Project Report outline, see what will need to be completed and documented. Run this past your sponsor to see if they have any different or additional demands.
  - Complete iteration with sponsor to tie down scope, technical specs, and deliverables. Draft this information in format of Final Project Report.
  - Project scheduling.
    - Confirm that Microsoft Project is installed in computer lab, bring program up, learn basic use of program.
    - Define project tasks and who responsible. Parallelize the work so that multiple tasks are being done simultaneously.
    - Incorporate major project deadlines, deadlines (to be confirmed):
      - Deliver 3 competing design approaches - Oct 23rd
      - Deliver PDR (Preliminary Design Review) materials - Nov 14th
      - Invite sponsor to campus, schedule PDR: November 20-21st
      - Fall Poster Session - December 11th, pm
      - Draft Design Report - prior to leaving for Christmas break.
      - Final Design Review - one week prior to Design EXPO.
      - Final Presentations - April 16th
      - EXPO - April 16th
      - Senior Design Banquet - April 16th
      - Deliver Final Design Report w/all revisions - last week of class
    - Begin to identify main project budget items. Dr. Wiitanen.will issue guidance and constraints. Equipment, materials, and travel are often biggest items.
    - Finalize project archival needs with your sponsor. **If IP is involved (i.e. copyrights, patents, trade secrets) you have rigorous archival needs!**
- As a result of the this week's activities, your team should have the project defined, begin taking ownership of individual tasks, be started on a detailed project schedule, and you are getting into the habit of documenting and drafting the results in ongoing fashion as work is completed.