

## Things completed by now:

- Project work is now being tracked with critical path schedule using Microsoft Project.
- Work to date is drafted/documented, document is in the approved Report Format. Drafted sections are being shared with sponsor and advisor for feedback.
- Budget and budget request memo submitted to advisor for approval, copy to Dr. Wiitanen.
- Project archive/file is created, documents being added as created. Team and sponsor are in agreement as to archival requirements.

## Recommended activities for this week are:

- Ongoing Project management issues:
  - Weekly status report e-mailed to sponsor, cc to your advisor.
  - Hours worked is being reported on weekly or bi-weekly basis, organized for quick update of end-of-month report.
  - Update critical path schedule based on feedback from advisor. Fwd copy to sponsor.
- EE4901 meeting with your faculty advisor at 12:35pm Thursday, conference call with sponsor, design meetings, etc:
  - Complete development of at least 3 concept design approaches, i.e. the "three alternative designs." Continue to involve your sponsor, get their feedback along the way.
  - Evaluate designs using Pugh method, recommend "best" design approach and document why.
  - Draft your concept designs in appropriate report section. Oct 23<sup>rd</sup> is hard deadline for delivering your completed draft of concept designs and recommendation.
  - Identify the standards needed for the specification, design, and construction of your project. Use IEEE Xplore, Google, etc. to find them. Draft a standards section in appropriate report section.

Coming up: In week 8 we'll examine technical writing styles, organization of large documents, coordination of revisions among many team members, etc. Incorporation of technical specifications, and writing of technical bid or construction specs will also be discussed. As always, print out any new posted information and bring to EE4900!