

Things completed by now:

- Three concept designs developed and evaluated, documentation complete, recommendation sent to sponsor. Copies to Rick Berkey for his feedback.
- You've contacted your sponsor and scheduled a time and place for your PDR presentation/feedback session.
- Work to date is drafted/documented, document is in the approved Report Format. Project archive/file is created, documents being added as created.
- Team members are up to speed on AutoCAD or similar, can produce professional quality drawings.

Recommended activities for this week are:

- Ongoing Project management issues:
 - Weekly status report e-mailed to sponsor, cc to your advisor.
 - End-of-month updates of budget, hours, and critical path schedule.
 - Meet with advisor for direct feedback (followup on Intra-team evals) on how your team and project appear to be progressing. E-mail sponsor to ask for any constructive feedback they may have on your team, methods, and project.
 - PDR scheduling. Work through Dr. Wiitanen. Inform him immediately of time window and facilities needed. Complete the scheduling by Fri Nov 7th.
 - Anticipation issues - how are you doing? Anything with lead time can set you back if you do not anticipate and act (order or request) ahead of time!
- EE4901 meeting with your faculty advisor at noon Thursday, conference call with sponsor, design meetings, etc:
 - In preparation for PDR presentation, begin using your EE4901 meeting for presenting ongoing work and results, presenting .ppt slides, brainstorming, problem solving etc. Rotate presentations thru all team members on ongoing basis.
 - Design Report:
 - "Working document" - develop coordinated team procedure for markups, revision, "look-back archive," backups, etc.
 - Draft the reference list if you have not already. Include the most important technical references, also list applicable design standards. Number the references, use IEEE standard format.
 - Be preparing the "visuals" for your report and .ppt presentations - figures, tables, equations (use eqn. editor), photos, etc.
 - Nov 14th is deadline for delivering PDR materials (report, etc) to sponsor !
 - Invite add'l faculty, professional staff, and students to your PDR on Nov 20th or 21st.
 - Invite sponsor to Poster Session on December 11th.

Coming up: In week 10 we'll focus on Intellectual Property (IP) issues. James Baker will present to EE4900 on Nov 4th. Some discussion of employment contracts will also be made, time permitting. Print out any Week 10 posted information and bring to EE4900!