Things completed by now:
- PDR draft report delivered to sponsor. Copies of PDR Feedback sheet included.
- You've contacted your sponsor and scheduled a time and place for your PDR presentation/feedback session.
- You've met with your advisor to get intermediate feedback on performance evaluations.

Recommended activities for this week are:
- <u>Ongoing Project management issues</u>:
    - Weekly status report e-mailed to sponsor, cc to your advisor.
    - End of month updates of i) critical path schedule, ii) hours, iii) budget.
- Weekly EE4901 meeting with your faculty might be earlier in week, prior to PDR, to make sure all is in order.
- <u>PDR Checklist</u>:
    - Video- or tele-conferencing connection tested and ready? Avoid snafus!
    - Faculty and technical staff invited?
    - Junior EE class invited? Especially those who are probably going to be in Sr. Design next year!
    - Powerpoint presentation ready?
        - PDR content must be primarily technical in order to get needed feedback.
        - Allow 2-3 mins to quickly go over project management.
        - Focus on design decisions, assumptions, analysis, calculations.
        - Minmize bulleted lists, <u>use figures, tables, equations, visuals as much as you can</u>.
        - 50 mins total allowed. 30-35 mins for presentation, 15 mins for followup.
        - Take turns presenting. Presenter stands. Non-presenting persons sit down.
    - Prepare .ppt handouts. 4-6 slides per page, double-sided photocopy, stapled. Probably should have 15 or 20 copies available in back of room.
- *Career Development (Hand in Due Dec 2nd at beginning of EE4900 class).*
    - Revisit your overview of Employers' desired job skills (Career Fair assignment).
    - Peruse the 5-page "College to Corporation" summary posted on web page.
    - Reflect on your career aspirations. Write a short career plan (2-3 pages).
        - What are your general career objectives? What are you happiest doing?
        - What sector do you plan to work in? Manufacturing, consulting, R&D, etc.
        - Will your career trend more toward technical or toward management?
        - Where do see yourself in 2 years, 5 yrs, 10 yrs, 20 yrs? Will you change directions after getting experience, eg. start your own company at some point? Will you work internationally? Travel a lot? Learn additional languages?
        - Will you need additional education? An MBA? Another technical degree?
        - How will you be positioned/prepared in case of layoffs or downsizing?
        - Summarize into a career plan that you can revisit and update periodically.

<u>Coming up</u>: In week 13 we'll continue with Engineering Licensure, Ethics, Failure Analysis (Engineering Forensics), and liability. As always, print out any newly posted information and bring to EE4900!