

**Things completed by now:**

- Three concept designs are developed and evaluated, documentation nearly complete.
- You've contacted your sponsor and scheduled a time and place for your PDR presentation/feedback session, either on Nov 20<sup>th</sup> or 21<sup>st</sup>.
- Work to date is drafted/documented, document is in the approved Report Format, delivered to sponsor and copied to advisor.
- Budget and budget request memo submitted to and approved by Dr. Wiitanen.
- Project archive/file is created, documents being added as created.

**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 project, budget, schedule.
  - Based on end-of-month updates, request direct feedback from your advisor and sponsor on how your team and project appear to be progressing.
  - Confirm that clear minutes and notes are being kept for each meeting and phone call. Criteria - could someone else reconstruct what was discussed and decisions made? File all minutes and notes in project archive.
  - 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:
  - Friday Oct 24<sup>th</sup> - Deliver reports sections re. Concept Designs to sponsor.
  - 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 [1], [2], etc.
    - Get up to speed on CAD software if you have not already.
    - Be preparing the "visuals" for your report and .ppt presentations - figures, tables, equations (use eqn. editor), photos, etc.
  - Nov 14<sup>th</sup> is deadline for delivering PDR materials (report, etc) to sponsor !
  - Invite add'l faculty, professional staff, and students to your PDR on Nov 20<sup>th</sup> or 21<sup>st</sup>.

Coming up: In week 9 we'll focus on technical specifications. Writing of technical bid or construction specs will also be discussed. Some of the more common legal issues involved in manufacturing and construction contracts will be identified. We'll also discuss more technical writing issues - budget requests/justifications, transmittals, executive summary, abstract, summary, conclusions. As always, print out any new posted information and bring to EE4900!