Date for sending it: Tuesday, 12/01/20; between 8.30pm – 9.30pm

Attach (i) one pdf document, which contains a doc written by each team member, as specified below, and done in previous weeks. You must use the template at the end of this document.

Attach (ii) the word doc, compiled previously as Homework #3, and labeled

“Team Name: Symposium Doc: Fall 2020”

To: ....................(email addresses of TDs; Consulting TDs)

CC: sunak@ele.uri.edu, .............., ............ (all team members, including self)

From: ..................(one team member)

Subject Line: ELECOMP Capstone: TPS#10: Company Name: Project Title

Content: Brief message to TD or TDs (copy and paste this):

Dear Technical Directors: Please find attached these 2 documents:

(i) Our regular Tuesday Progress Summary TPS#10;

(ii) Word document with material for publication in the Symposium Poster, on 12/22/20.

The material in (ii) needs your approval, and to make sure that there is no confidential information, to publish this material, in a Poster, for the Virtual Symposium. This will be hosted on the Program Website. Please confirm using [this google form](https://forms.gle/2dcCHPhaCA7XdUqu7)

Sincerely yours,

Capstone Designer #1: (Name):

Capstone Designer #2: (Name):

Capstone Designer #3: (Name):
1. Name: TPS#10 Date: 12/01/20


3. What I will accomplish before next meeting with TDs.

4. Proposed Agenda Items for next Meeting with TDs.
   Review Format of MPR#2; Draft due on Sunday 12/06/20

5. Schedule Assessment: What tool you are using? (Are you on Schedule? If not, define work and time line to get back on schedule)

6. Important Question/s for Technical Directors