ELECOMP Capstone Design Program

Fall 2024 Semester

FIRST Introductory Email to Technical Directors

Time for sending: Tuesday 09/17/24: After Team Formation

Each Team member will attach ONE doc containing: Engineering Resume, with individual photo; Skills and Passion Statement related to the Project; Excel Spread sheet of time, with full weekly schedule AND slots for Capstone work; Identify 10 additional hours for teamwork, either at HOME or AWAY locations. (In addition to the 6 already on schedule)

(Must be shown to Dr. Sunak or Mike Smith Before sending.)

Here is the format:

To: ………………..(email addresses of TDs, & Consulting TDs)

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

From: ………………(one team member)

Subject Line: ELECOMP Capstone Design: Team (Company Name)*

(*Add Project Title, as well, if sponsor has 2 projects: XMOS, Zebra, Sanctuari)

Content: Message to TD or TDs;

Show your passion! (add any other statements you would like)

To Our Technical Directors: (Names here)

The Capstone Design teams were announced today by Professor Sunak, for URI's ELECOMP Capstone Design Program, and we are beyond excited to introduce ourselves as the 2024-25 (Company Name) Team:

Designer One Name – (Major/s and Minors)
Designer Two Name – (Major/s and Minors)
Designer Three Name – (Major/s and Minors) (for teams of 3)
Designer Four Name – (Major/s and Minors) (for teams of 4)

We have attached documents below which contain the following items:
Attachment 1: Designer Profile for ……….. (Engineering Resume, with an individual photo, Engineering Skills, Passion Statement, and Capstone Design Work Schedule)
Attachment 2: Designer Profile for ………… (same as above)
Attachment 3, if needed: Designer Profile for ………… (same as above)
Attachment 4, if needed: Designer Profile for ………… (same as above)

We are very eager to get started with the inaugural "kickoff" meeting, targeted for next Friday (09/20/24) at 2pm. Professor Sunak has indicated that the location of our meeting will be ……………………………. We look forward to your confirmation.

Professor Sunak has indicated that we will need your **detailed guidance** on the use of Generative AI tools in the design project. We understand that we will be signing a Non-Disclosure Agreement (NDA) with the company, and this will greatly influence how we use the AI tools, and what can be disclosed. This will be an important Agenda item.

Another important agenda item is ***Project Management***. What software tool do you prefer, which aligns with the company usage. Any of these: Trello, Microsoft Project, Smart Sheets, Monday.com? Are we free to choose our own?

*(**Include this only if applicable**: We each have this particular Friday completely free (from 9AM - 6PM or later, if necessary). Let us know if there is a specific window that would work best for this meeting, but we are open to any time. (modify this statement, as necessary)*

We assure you that we will work passionately and we are extremely motivated to achieve the Anticipated Best Outcome of the project, as defined by you, by mid-April 2025. Thank you so much for the opportunity, and we can't wait to work with you and your team. We look forward to your mentoring, and guidance, to prepare us for the real world.

Thank you for your time, and we look forward to meeting you and your team, and becoming one great team!

(All designer Full names)