

ELECOMP Capstone Design Program

Fall 2024 Semester: TPS#10

Final Symposium Poster Submission- Format

Date & Time slot for sending: December 10th, 2024; 5-8pm.

Attach only ONE pdf document:

“Company Name-Symposium-Poster”

Here is the format: (follow carefully!!)

To:(email addresses of TDs, Consulting TDs)

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

From: (one team member)

Subject: ELECOMP Capstone: TPS#10: Final Poster for the Fall 2024 Symposium.

Content: Message to TDs. (Copy and paste)

Dear Technical Directors:

We have attached the Final Poster, which will be presented on the program website on December 19th, 2024, the date for the Fall Symposium. The information used was approved previously by you, in the TPS#7, sent to you on November 19th, 2024. Since the MPR#2 was submitted on Sunday, no new technical contributions are reported in this email. The next report will be a [Special Tuesday Email](#) (STE), which will be sent on Tuesday evening, January 21st, 2025, with an additional [Homework#14](#); example from last year can be accessed [here](#). The first formal TPS#11 will be sent on Tuesday 28th, 2025. (the first day of classes is Wednesday, January 22nd, 2025)

(Add personal message here: thanks for mentoring/ guidance etc; looking forward to Spring semester; achieving ABO; happy holidays; stay safe and healthy etc. Choose you own passionate words!)

Yours sincerely,

Capstone Designer Names.