ELECOMP Capstone Design Program
Fall 2024 Semester
Weekly Progress Report (WPR) Format
From Sunday November 3rd onwards; WPR#5 and later

Time Slot for sending: Every Sunday: 8.00-9.00pm

Attach (1) ONE pdf document, which contains the team summary page plus 1 page for each team member, as specified below. (Combine all individual pdf docs into ONE pdf and attach this to the email sent, by ONE team member)

Attach (2) One pdf document with the summary of each Standard, clearly identified, that is applicable to your project. Label doc as "Sponsor Name: Applicable Standards." A brief overview will suffice in the first pdf doc; further elaboration and discussion can be made in subsequent WPRs to follow.

WPR#5, due on: Sunday November 3rd, 2024.

Here is the format: (Read carefully and follow explicitely!!)

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: WPR#5: Company Name: Brief Project Title.

Content: Brief message to TD or TDs; and at the end of the email:

List Capstone Designer name followed by:

Hours worked (WHW) during past week and cumulative hours worked (CHW)

Important/Urgent Question/s for Technical Directors or Professor Sunak

Contents of PDF file #1 attached:

Page 1 (or more as needed) Format (1 per team)

Summary of Friday meeting with TDs: What was discussed, decided, and demonstrated?

Overall Technical Responsibilities of each team member:

Technical Accomplishments by TEAM to date (Not needed for WPR #1)

Program Management Updates:

Program Management Tool Used: _____
Which team member updated the status this week? (must be a different team member each week) _____
What Tasks were added, removed, edited, further defined, completed, and/or behind schedule.

Attached doc format for **each team member** must have all these HEADINGS:

**Copy and fill the Template on page 2, and limit to 2 pages for each designer**

1. Name: …………………….

   2. Assigned tasks from the previous week. Status of those tasks and whether they were demonstrated at Friday's meeting
   3. Assigned tasks for the current week. Report progress made since Friday's meeting. Which of these do you plan to accomplish on Tuesday?

(NOTE: On Friday September 27th, you must discuss this format with your TDs, and also on what type of details they would to see in these WPRs, and their preferred format)

 1. Name: _WPR# Date:_

2. Assigned tasks from the previous week. Status of those tasks and whether they were demonstrated at Friday's meeting

3. Assigned tasks for the current week. Report progress made since Friday's meeting. Which of these do you plan to accomplish on Tuesday?