

ELECOMP Capstone Design Program

Fall 2023 Semester

FIRST Introductory Email to Technical Directors

Time Slot for sending: Tuesday 09/19/23: 7.00-8.00 pm

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 slots for Capstone. Identify additional hours for team work, either at HOME or AWAY locations.

(Must be shown to Dr. Sunak or Consulting TD 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)*

(* Team Zebra-Blitz or Team Zebra-Emilia)

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 2023-24 (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 (09/22/23). Professor Sunak has indicated that the location of our meeting will be We look forward to your confirmation.

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 2024. 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)