ELECOMP Capstone Design Program

Spring 2025 Semester

Weekly Progress Report (WPR) Format

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

Attach only ONE updated pdf document, Bestrack#..... . After the first 2 pages (Homework #14), start on page 3, and provide any relevant technical details on accomplishments, and comments, of the tasks completed since the last Bestrack doc, and written by the Capstone Designer. What is the Schedule Assessment? One page per designer. See further guidance below.

1st Report, WPR#9: Sunday, January 26th, 2025. 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: WPR#XX: Company Name: Bestrack......

Content: Message to TDs. (copy and paste)

Dear Technical Directors:

Attached is our updated **Bestrack #X**; all tasks completed are highlighted in **BOLD** letters and **DONE** added, together with the **date** completed. The Project Execution Roadmap has also been updated. The additional pages give further details of the Key Technical Accomplishments and RESULTS by each designer. The Schedule Assessment is also discussed by each designer.

We look forward to discussing our progress at our next meeting, but can answer any pressing questions you may have, by email. Our WHW and CHW are indicated below.

Yours sincerely,

Name: Capstone Designer 1 (WHW=.............; CHW=...............)

Name: Capstone Designer 2 (WHW=.............; CHW=...............)

(add more designers, as needed)

THE ATTACHMENT: "Bestrack#X"

PAGE 1: Team "Company Name": Bestrack#X
Itemized Remaining Technical Challenges: Update, and BOLD tasks completed.
PAGE 2: Project Execution Roadmap: Update, and BOLD tasks completed.
PAGE 3: Designer 1 Details (see titles below)
PAGE 4: Designer 2 Details (see titles below)
(Add more pages, if needed, for Designers 3, 4 and 5)

Designer 1 Name: **Date:**   **WPR#X**

Further Details on Key Technical Accomplishments and RESULTS:

Schedule Assessment: (If behind schedule, indicate plan to get back on schedule)

Important Questions for Technical Directors

(Add more pages, as needed, for Designers 2, 3, and 4; use this template)