

ELECOMP Capstone Design Program

Fall 2023 Semester

Tuesday Progress Summary (TPS) Format

Time Slot for sending: Every Tuesday: AFTER 8.30pm

Attach only ONE pdf document, which combines all the pdf docs written by **each team member, as specified below. This doc must be compiled **after 8pm**, on **completion** of your technical accomplishments for the evening.**

First Summary, TPS#1: Tuesday, October 3rd, 2023.

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 Line: ELECOMP Capstone: TPS#1: Company Name: Project Title

Content:

Brief message to TD or TDs:

The Word doc written by each team member must have all these **HEADING** components: **Use the Template on the next page:**

1. Name:
2. My **Technical** Accomplishments TODAY.
3. What I will accomplish before next meeting with TDs.
4. Proposed Agenda Items for next Meeting with TDs.
5. Schedule Assessment: What tool you are using
6. Important Question/s for Technical Directors

Incorporate all Individual word docs into one pdf doc, to be sent to your TDs.

1. Name:

TPS#

Date:

2. My Technical Accomplishments TODAY (Attach key results at the end)

3. What I will accomplish before next meeting with TDs, on Friday.

4. Proposed Agenda Items for next Meeting with TDs.

5. Schedule Assessment: What Project Management tool you are using?

6. Important Question/s for Technical Directors