ELECOMP Capstone Design Program

Fall 2023 Semester

Weekly Progress Report (WPR) Format

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

Attach only ONE pdf document, which contains the 2+ pages, written by 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)

First report, WPR#1, due on: Sunday October 1st, 2023.

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#1: 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 (HW) during the past week and cumulative hours worked (CHW) (For WPR#1, HW and CHW will be the same and can be counted from 09/05/23, the start of the semester; all HW must be recorded at the back of your Logbook, as defined on the website. You MUST also send HW and CHW to Jack Murphy separately, via the Google Doc link he will send to all.)

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. Summary of ALL Technical Accomplishments by TEAM to-date. (not for WPR#1)
3. My Technical Responsibilities in bullet form. (update in subsequent weeks)
4. My Technical Accomplishments for the past week. (Bold items from list in 3.)
5. Self-Evaluation of what was promised for the past week (not for WPR#1)
6. What I will accomplish during upcoming Tuesday, and also the during the Next Week. (you can highlight these from list in 3)
7. Schedule Assessment: From Taiga Project Management, or other System being used. (not needed for WPR#1)
8. Urgent Questions for:
   (a) TD or TDs; put their names here; (b) Dr. Sunak.

(NOTE: On Friday September 29th, 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. *Summary of ALL Technical Accomplishments by TEAM to-date: Bullet Form*

3. *My Technical Responsibilities in bullet form; updated from last week.*

4. *My Technical Accomplishments for the past week. (Bold items from list in 3.)*

5. *Self-Evaluation of what was promised for the past week: what was accomplished and what was not and why?*

6. *What I will accomplish during upcoming Tuesday, and also the during the Next Week. (you can highlight these from list in 3)*

7. *Schedule Assessment: From Taiga Project Management, or other System being used. (if NOT on Schedule, planned work and timeline to get back on schedule)*

8. *Important/Urgent Question/s for Technical Directors or Professor Sunak*