# Weekly Report Template Instructions

Delete these instructions, replace all red text with your own and save a copy using the filename format:

1\_01\_ShortName\_Weekly\_1.pdf

The formatting is based on Word tables. It is much easier to work with them if you turn on gridlines. Click on a table then under “Table Tools” “Layout” click the “view gridlines” option on the far left.

## Status

Set the status to one of the following

|  |  |
| --- | --- |
| Green | everything is on track |
| Yellow | off plan or unforeseen issues but coping |
| Red | serious risk to completion |

Write a two or three sentences (no more than 75 words) describing the project status. Here are some examples from prior teams:

“The team visited Aggreko on November 2nd (last Friday) to test our code on the test bay. We were able to open and close most breakers, verify breaker status updates, and display some of the breakers’ data on the WebUI. We hope to fix most bugs with the code and verify total completion on our next visit on the 16th.”

“Most parts have arrived and printing of the antenna shield will begin soon. Before printing with the ProtoPasta and aluminum filaments, parts of the box will be printed with standard PLA to test mechanical connections (our final design is being printed in parts in case reprints are necessary due to printer error).”

“We have successfully integrated the depth and rainfall sensor. Still need to work out some issues with the flow sensor before the FDR. We will be meeting this Saturday 11/10/18, to solve the issue and fully integrate the flow sensor.”

“We are having issues with our hardware again and have gotten to a point where we don’t know how to troubleshoot it anymore. We reached out to Steve for help. We are going to build another board without the power regulator circuit so that we can continue coding while troubleshooting the issue.”

“Everything is going well having some issues with drivers for uploading data to the cloud.” [This example is too short! It should state what specifically has been completed and have more detail and a plan for dealing with the data upload issue.]

## Individual Updates

In the individual updates briefly describe what each team member is working on. Team members should write this section themselves and send to the PM for inclusion (or better put this on a share drive and add it directly).

Here are a few examples:

“Setup PI as receiver and Arduino as sender only for testing sending Arduino events to PI. Still working on dual mode.”

“Finalized Arduino code for the relay and additional LED’s. Completed all unit test cases. Next week will integrate with the card reader.”

“Finalized alternative plan for casing. Will submit purchase request this week for new materials.”

“Integrated relay and other LED’s. Ran through test cases. Plan to complete testing by end of next week.”

## Upcoming Deliverables

List the upcoming course deliverables (documents, presentations, poster, etc) that are due in the next 2 – 3 weeks. Also list the project deliverables that need to be completed in the same time frame. Use your milestone schedule and the course master schedule to build this section.

## Sponsor and Faculty Advisor Meetings Held/Planned

List the most recent meeting you have had and the next planned meeting you have with your faculty advisor. Same for sponsor.

## Final Comments

Once you get into the flow putting together the weekly should be pretty fast. The PM is generally the one to pull everything together but should not have to do all of the writing and if there is a schedule conflict any team member can submit the weekly in TRACS. You will also need to email or post to slack board etc to your sponsor and put a copy on the TRACS archive site.

**Weeklies should not be more than a single page!**

## Ways to lose points

1) Fail to submit on TRACS or submit late.

2) Status is too vague or too short to adequately describe how things are going.

3) Individual status/plans don’t reflect the amount of work that should be done in one week.

4) Key deliverables are missing or don’t match your milestone schedule and the course schedule.

5) Too much time between planned meetings or calls with advisor or sponsor.

6) Spelling errors or poor grammar.

7) Not enough progress or updates week-to-week. The same content was submitted last week.

8) Too long with rambling language rather than short descriptive sentences.

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| --- | --- | --- | --- |
| 1.01 | Team Name Weekly Status Report | | |
|  | August 9, 2018 | Submitted by: Jane Doe | |
|  | Course Instructor: Mr. XYZ  Faculty Advisor: Dr. Doe  Sponsor: Mr. Smith, Company | Team Members:  First Last Name [PM]  First Last Name | First Last Name  First Last Name |

|  |  |
| --- | --- |
| Green | Current Project Status |
| Briefly describe the status. If status is green, then it’s basically two or three sentences in response to “How’s it going?” If status is red or yellow clearly state why and your plans to correct. | |

|  |  |
| --- | --- |
| Individual Updates (Activities Completed, Activities Planned) | |
| Larry | Completed system power budget, max power estimated to be less then 2mW. Starting regulator design. |
| Curly | Researched software libraries for wireless interface. Adafruit libraries for the xyz module are available on github. |
| Moe | Identified two potential suppliers for 8330x pH sensor: Digikey and Jameco. |

|  |  |  |
| --- | --- | --- |
| Upcoming Deliverables (course and project due in next 2 to 3 weeks) | | |
| Deliverable | Due Date | Status |
| SOW | mm/dd/yyyy | In progress |
| Power Budget | mm/dd/yyyy | Not started |

|  |  |  |  |
| --- | --- | --- | --- |
| Sponsor and Faculty Advisor Meetings/Calls Held & Planned | | | |
| Who | Last | Topic(s) | Next |
| Sponsor Name | mm/dd | Schematic discussions | mm/dd |
| Advisor Name | mm/dd | Clarification on temp requirements | mm/dd |