

Winter 2026 Deliverables and Deadlines - All Events Are In-Person.

Deliverables	Student Submission Due Date	Admin/CI Marks Due Date	Evaluation		Notes
			Admin (%)	Supervisor (%)	
Administrator Design Review	2026-01-11 to 2026-01-17	NA	NA	NA	<p>Purpose: To provide students with an opportunity to ask questions regarding feedback and comments provided by the Administrators to date, as well as any additional design-related questions.</p> <p>Instructions: Each team will be contacted by their Administrator for an online meeting during the week of January 04.</p> <p>Note: Attendance by all team members is optional but at least one team member must attend.</p>
Supervisor Technical Design Review	2026-01-25 to 2026-01-31	NA	NA	5 <i>Due on 2026-02-09</i>	<p>Purpose: The Technical Design Review provides an opportunity for supervisors to assess the project's technical progress.</p> <p>Instructions: Students must arrange a meeting with their supervisor to present their current progress, following the supervisor's preferred format. This review may occur during regular weekly or biweekly meetings.</p> <p>Note: If the supervisor does not provide a specific format, students may follow the recommended guideline. However, any specific instructions from the supervisor take precedence.</p>
Oral Presentation Communication Feedback (CI Evaluation)	2026-01-20 2026-01-22 2026-01-27 Time: 7-9PM	2026-02-09	2	NA	<p>Feedback Session:</p> <p>Purpose: Allows students to apply the material covered in earlier lectures on <i>Effective Presentations</i>. Each team must demonstrate their best effort in presenting their project to receive constructive feedback.</p> <p>Grading: Evaluated by the CI based on clarity, structure, and technical communication. Feedback is provided by both the CI and the Administrator. Feedback from this session will be closely considered during the grading session, with the expectation that teams demonstrate measurable improvement.</p> <p>Grading Session:</p> <p>Purpose:</p> <p>Provides students with a second opportunity to demonstrate their improved team and individual presentation skills, incorporating feedback received from the earlier session.</p> <p>Grading: Evaluated by the Administrator, taking into account both CI and Administrator feedback from the earlier session. Assessment focuses on overall presentation quality, delivery, and the degree of improvement in team and individual performance.</p> <p>Note: Each team will be scheduled for one Feedback Session and one Grading Session only.</p>
Final Report	2026-03-21 11:59PM	NA	10		<p>Purpose: The Final Report documents the complete design process and project outcomes, from conception to implementation. It demonstrates the team's technical depth, analytical reasoning, and engineering design methodology.</p>
Design Fair & Poster Presentation	2026-03-25 2026-03-26 2026-03-27 Time: 6-9PM Location: TBD	NA	10	25 <i>Due on 2026-04-03</i>	<p>Purpose: The Design Fair & Poster Presentation showcases each team's final design through a professional demonstration and visual poster summary of their project. It allows students to communicate their technical achievements and design process to faculty, peers, and visitors.</p> <p>Note: Each team will be assigned one evening only to present during the Design Fair.</p>
Total			30	30	Note: Administrator's Marks for the Final Report and Design Fair are not posted.