Date: November 1st, 2019

Subject: Progress report for Technical Description assignment.

To: Prof. Brian Dewall

From: Sean Gordon

1.1 Report Purpose

This report is to provide an update on the status of my team's Technical Description assignment.

1.2 Background

The team began work on October 16th, coming up with 3 ideas: mechanics of a computer, 3d printing, and mechanics of a bicycle. Eventually it was decided that 3d printing was the most viable option. The group has met three times as of then, making large strides toward the completion of the description.

1.3 Scope

The description will be focused more on a description of the process of 3d printing, with the components and materials taking a background role.

2. Description Purpose

The description focuses on 3d printing, giving a beginner to the process a good understanding of the constituent parts and their typical uses. It is designed to be a first look into the workings of a 3d printer and the software that surrounds it.

3. Tasks

To adequately fill out the description, we need to cover:

1. Description of a 3d printer.
2. Different methods of printing.
3. Stages in printing.
4. Materials used.
5. Troubleshooting common problems.

The document must also be formatted appropriately, with images added where necessary.

4.1 Completed Tasks

Task 1: Completed on Oct. 27th at Parks Library.
Task 2: Completed on Oct. 27th at Parks Library.
Task 3: Nearly completed on Oct. 27th at Parks Library.

I had never used a 3d printer before this project so there was a little bit of a learning curve before I could pitch in as much, but it was nothing out of the ordinary and was handled quickly.
Aside from that, the work completed so far has gone smoothly as, being engineers, the team has experience writing technical documents.

4.2 Remaining Tasks

Many of the remaining sections of the description were broken into parts on October 29th to be completed individually before reconvening on November 3rd. The parts that could not be split up will be completed on the 3rd as well.
Formatting has also been interwoven into the process, with final touches and re-ordering to be done near the project's completion.

5. Conclusion

The project is going well, and will likely be completed the next time the team meets (Nov. 3rd). There have been no issues thus far, and the likelihood of one appearing in the future is low. The team works cohesively, and each member on their own has a strong work ethic. The remaining days after project completion but before the assignment deadline will be used for review, ensuring the project is the best it can be.

Sincerely,
Sean Gordon
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