**Initial Report – Group Plan (due 8pm Monday 13 August 2018)**

***Presentation:***

*** MEA Writing Guide from ENGG1100 – the rules therein will apply to every professional report you write as an engineer.***

***Weight:5%***

***Format:***

 **USE:** 1. Times New Roman, Arial or Calibri 12 pt. font.

2. All four margins 20mm.

3. A4 page size.   
 4. 1.5cm spacing is acceptable.

 Report needs to be submitted as a single .pdf file with naming: ”InitialReport43.pdf”.

 Diagrams, tables and figures are very useful ways to summarise information and should be included as appropriate. These should also be of excellent quality and should be numbered, have an appropriate title, and graph axes should be clearly labelled with appropriate units.

 **Style:** Concise and clear language (text body).

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# List of Figures and Tables

# 1. Introduction

* Scope, objectives, spec contents of report

# 2. Team Design Overview

* Key aspects of product design, design decision making matrix (2 pages *max*) (30%)
* Goal: Sufficient detail covering spec, materials, costs (budget), research on various different design choice: Electronic, Physical/mechanical, Software, Embedded Hardware.
* team design choice & include few alternative choices.
* Prototype design or layout of mechanical aspect of product

# 3. Project Backlog & Initial Plan

* Active planning (everyone contributes) and complete/near complete backlog (40%)
* Breaking down design overview into smaller, manageable tasks
* SCRUM and deadline for weekly goals / to-dos
* Reflection/evaluation

# 4. Team Charter & Communication Strategy

* Tasks allocation (who did what, responsibilities, what was done, needs to-do, etc), monitoring progress and team management strategy (2 pages) (30%)
* Meeting Minutes and preparation tasks (before and after)
* Team management strategies (e.g. communication strategies, clear roles of each team member & monitoring progress/success)
* Detail management plan for software, hardware, budget and manufacturing process (PCB & component ordering)

# 6. Conclusions

# Reference

# Appendix