# Group Progress Report <Insert name of milestone here>

## Project Details

**INSTRUCTIONS: As a team, complete the following progress report. Please remove all yellow text before submitting your final document**

|  |  |
| --- | --- |
| Project name | <Insert title of project> |
| Group Number | <Insert Group Number> |
| Group Members | <Insert First and Last Name of Group Members followed by discipline abbreviation. E.g.: Joe Smith, CE; Jane Doe, ME > |
| Reporting period | <Insert the time period covered by the report, e.g. January – June 2017> |
| Date Due | <Insert date> |

## Summary

**INSTRUCTIONS: As a group, create a one-page synthesis of your individual progress with emphasis on how you have executed the design steps included in the current milestone. Document the strengths and weaknesses of your current design and explain the primary areas that will require further development. Do not simply cut and paste from your individual reports. Finally, comment on your project management. Are you on schedule with all tasks? Do you foresee scope or scheduling risks?**

<Insert text here>

## Visual Progress Update

**INSTRUCTIONS: For Proof of Concept A, provide pictures, diagrams, or other visual documentation of your progress as a group. Thereafter, please provide side-by-side visuals demonstrating the progress/changes made from the previous milestone in addition to any new visuals. Use a figure caption to draw the reader to important information concerning the visual. Use this section to provide high-level images documenting the most important changes between milestones with emphasis on system integration. Use the individual progress report to provide more detailed, low-level explanation of progress within a discipline. Add as many figures as necessary to document all significant progress. Try to note contributions by each group member.**

|  |  |
| --- | --- |
| **Previous Milestone** | **Current Milestone** |
| https://attachment.outlook.office.net/owa/bigwallbrad@hotmail.com/service.svc/s/GetFileAttachment?id=AQMkADAwATE2ZjMxLTNkN2EtZjg1Ni0wMAItMDAKAEYAAANWzVu97jHxRIopK0Mb4VumBwDkNqZ36pnvRIskvDKlZ2u0AAACAQwAAADkNqZ36pnvRIskvDKlZ2u0AAGpQf1aAAAAARIAEADMZ95KBR1VSL3GBgUIWJHP&X-OWA-CANARY=hpncC_6J-EWss1Lusct2JLC4P3SS-NQYxEKDyT-uhESZuqDGMapkv7m74-Au5DcK1uG6KKlzBBo.&token=eyJ0eXAiOiJKV1QiLCJhbGciOiJSUzI1NiIsIng1dCI6ImVuaDlCSnJWUFU1aWpWMXFqWmpWLWZMMmJjbyJ9..e6gcU_xVhXJs8wVcXuDi4vVrUmEortrdTK7GtrPgwtIvt4gWxCnUdWEkbnbRjv_h1FaQi8hvEDBYHhrsh4_W4GtnkM403uLWE-gVBwLvV97_Y-LZpgTvKSsjAkGagrpQXjCQNTV_S7krAhedHjff0G_aYIrVnGzlLv8-xb0XAYYzKSMGVFHXSvKDYWwTgWCF1YUIB0eju35bCVLYgPw-D0oDqNPLx8tfB5tOydHXj0G3U7UTJjaeQg51R1uHUZFoIlawEY_buE1zRIcAKXUzqX7YXl0h5AQ3fbwgyONs8dV52pl33OuVY1T4VTsFhhTDBw0xa3JBQf0Mwu2VS5cMwA&owa=outlook.live.com&isc=1&isImagePreview=True | https://attachment.outlook.office.net/owa/bigwallbrad@hotmail.com/service.svc/s/GetFileAttachment?id=AQMkADAwATE2ZjMxLTNkN2EtZjg1Ni0wMAItMDAKAEYAAANWzVu97jHxRIopK0Mb4VumBwDkNqZ36pnvRIskvDKlZ2u0AAACAQwAAADkNqZ36pnvRIskvDKlZ2u0AAG8rtanAAAAARIAEADdcKfLUN4TSIK87%2Bk4hEb7&X-OWA-CANARY=cleFkDFLg0qBW4E2AIuUGhBK762X-NQYYQVBlRAuUYCFp8yt9gtdazwDr1kFMENMfxI_y1Pxy9E.&token=eyJ0eXAiOiJKV1QiLCJhbGciOiJSUzI1NiIsIng1dCI6ImVuaDlCSnJWUFU1aWpWMXFqWmpWLWZMMmJjbyJ9..onQEkpjnrnpr7YIwtcIwitXVr2e_dS8ZtC5APZQ6uSjsao3HxtybEavlYrtdb0Uvv09h2-zVckbu1L0ZYJuShLVar0kGqeBJYuTmnKHBTyvuJXjeJXPX9txwMMmH4jgmtuKyJ6oN9ggA8K2IrlXhnHCNU0zD4qPjSMi6rqY-QEux6VE2Ewoty3Tow8HwdRz1hhdX4LWSLlP6xi7__Y-WHX1Oe5yvPkXjgYCoXaP5Ry-ZXlNJVjJlg-fZSSV8IMOc_GVXa9AvN_dJBAne9WedP8DJgG1qFRR7o1v31RO5tnjnxSa30XpWdVVclQtGvui9nnZYgBsADKGNzwpljVakJw&owa=outlook.live.com&isc=1&isImagePreview=True |
| Figure 1: The primary mechanical design change from the previous milestone was a redesign of the main chassis. This change created a better triangulation of the shock suspension system by moving the shocks outside of the suspension arms. It also improved the over all appearance. Note that we also finished the turning linkages. Front wheel steering is now complete. | |
| <Insert picture here> | <Insert picture here> |
| Figure 2: <Insert text here> | |

## Project Management/Gantt Chart

**INSTRUCTIONS:**

**Using the information tracked by each individual on the team regarding specific task undertakings and time spent on those tasks, update your Gantt chart “in arrears.” Understand that Gantt charts are usually predictive maps detailing a design project process in advance of implementation. However, since you are new to design it is difficult to predict in advance all of the tasks needed to reach project completion. Therefore, we will create our Gantt Charts in retrospect, filling in the tasks after they are complete (IMPORTANT: this is different for teams with an IE or CET. Refer to your discipline documentation for expectations.) At the end of the semester, we will use the chart to identify often overlooked tasks in design process planning. This will allow you to be more responsive during early planning in future projects.**

**Please address scheduling issues here: tasks that are on schedule, tasks that are not on schedule, any dependencies and so on. Be sure to comment (in paragraph form) about any unexpected tasks that came up or if any tasks took much longer than you expected. Then summarize the hours spent on the project over this milestone for each person on the team.**

**Attach the Gantt chart as a separate document or upload.**

## Time on Task

| Student Name | Total Hours On Task for this reporting Period |
| --- | --- |
| *EXAMPLE: Bob Smith* | *10* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| **TOTAL** |  |

## Bill of Materials

**INSTRUCTIONS: Provide a summary of the expenditure during the reporting period compared to the original budget and expenditure to-date. Explain any discrepancies or changes to the budget. Discuss any anticipated budget risk. Are you in danger of overspending? Have you spent enough to assure meeting construction goals? Anticipated future expenses? Feel free to modify the table to best represent your budget.**

<Insert text here>

Table for actual out of pocket expenses

| Part # | Item Description/Supplier | | Estimated Cost of Item | Actual Cost of Item | Quantity | Total |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***EXAMPLE: Stepper motor*** | | *$6.00 USD* | *$5.00 USD* | *1* | *$5.00* |
|  | <Insert> | | <Insert> | <Insert> | <Insert> | <Insert> |
|  | <Insert> | | <Insert> | <Insert> | <Insert> | <Insert> |
|  | <Insert> | | <Insert> | <Insert> | <Insert> | <Insert> |
|  | <Insert> | | <Insert> | <Insert> | <Insert> | <Insert> |
|  | | **Total** | | | |  |
|  | | **Amount Remaining ($250-Total)** | | | |  |

Table of estimated costs for scrounged or free components

| Part # | Item Description/Supplier | Cost of Item | Quantity | Total |
| --- | --- | --- | --- | --- |
|  | ***EXAMPLE: Basswood from Maker Space Scrap Pile*** | *$2.00 USD* | *1* | *$2.00* |
|  | <Insert> | <Insert> | <Insert> | <Insert> |
|  | <Insert> | <Insert> | <Insert> | <Insert> |
|  | <Insert> | <Insert> | <Insert> | <Insert> |
|  | <Insert> | <Insert> | <Insert> | <Insert> |
| **Total:** | | | |  |

## Signature of ALL Team Members

**INSTRUCTIONS: Paste your signature into the following spaces. By signing this you signify this document accurately represents the current state of the project and the contributions of all group members**

| Student Name | Student Signature |
| --- | --- |
| *EXAMPLE: Bob Smith* |  |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |