# Integrated Engineering (IE) Meeting – Specialist Team Progress Report

*Text in italics is explanatory and should be deleted in completed documents. Each section should be written in 3 to 4 sentences. Remember these meetings are focused on developing your technical and non-technical communication skills.*

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| **Team Name** |  |
| **Represented Engineering Disciplines** | *BE-CE-BME or CS-EEE or CEGE-ME* |
| **Report compiled by** | *Person(s) responsible for producing and submitting report* |
| **Reporting period** | *Workshops covered by report (i.e. workshops 1 & 2, workshops 3 & 4 etc.)* |
| **Section One: Summary** | |
| *Please provide a short overview of what your team is currently working on and your project progress during this reporting period. Be sure to use language, which could be easily understood by everyone at the IE meeting (i.e. engineering / computer science students who are from different disciplines). Also, feel free to provide any drawings or diagrams to help communicate your work.* | |
| **Section Two: Stage of Design** | |
| *Use this section to describe the stage of the design process that your team (and sub task teams) are currently involved in. What are your next steps in the design process for this project?* | |
| **Section Three: Achievements and Set-backs** | |
| *What achievements (however big or small) has your team experienced to get you to where you are now in the design project?*  *What setback(s) has your team experienced so far? How have each affected your progress and ultimate goal(s)?* | |
| **Section Four: Meeting Notes.** *Use this section to record notes during the meeting* | |