ENGR 103 Week 6 Freshman Design Progress Report Guidelines – Read this Page!

Use this template as the basis for your ENGR 103 week 6 Freshman Design Progress Report. It lists and explains several *required* sections, but other sections can be added as appropriate. Please review the guidelines and template carefully.

Purpose

The Freshman Design Progress Report should provide a succinct description of the progress to date and specific activities planned for the remainder of the project. The progress report should refer back to the revised original proposal (and the timeline it contained), discussing where the group is with regard to the timeline. If the project is running ahead of schedule or behind schedule with any objectives, this should be explained.

Cover Page

The cover page must include the course number (ENGR 103), the section number you are registered for, the name of your freshman design technical advisor (if different than your ENGR 103 section instructor(s)), the title of the project, your group number, the project number, and the full names of all of the members of the group. This proposal will be submitted to the faculty and fellow in the ENGR 103 section that you are registered for.

Submission Requirements

- **Do not include these guideline pages in your final report!**
- Update the header to include your ENGR 103 section number, design group number, and project number.
- All reports must be submitted as a PDF to the Freshman Design website by your group's Week 6 lab meeting.
- While there is no page limit, the report must adequately address the components listed on the following pages. A suggested minimum length is 4 pages, 1.5 spaced, with 1-inch margins, 12 pt. Times New Roman font.

ENGR 103 – Spring 2011
Freshman Engineering Design Lab

"The Title of Your Project"
Interim Progress Report

Section XXX, Group YYY, Project ZZZ **Date: April X, 2011**

Submitted to: *{lab section faculty member}*

{lab section teaching fellow}

{technical advisor (if different from lab instructor(s))}

Group Members: *{member name}*

{member name}

{member name}

{member name}

{member name}

1. Overview

A succinct description of the project, the problem it is addressing (if appropriate), its major tasks and expected outcomes. This need not be an extensive motivation for the project (like the one you wrote for the proposal), but it should remind the reader of the project's goals and challenges. Discuss the major tasks and deliverables. This section should only be 1-2 paragraphs long.

Include a block diagram or some other graphic representation of your system in this section to help orient the reader.

2. Ongoing and Completed Tasks

For each of the tasks that is in-progress or completed, include a subsection describing what was done (or is being done). These tasks should reflect the project timeline that was submitted in the proposal (see Table 1). If the task is ongoing, state clearly when it is expected to be completed. **For each task, include photos, sketches, equations, calculations and other supporting material as appropriate. It is not enough to give just a short paragraph stating what was done. This section should be a substantial part of the progress report.** Much of this material can be reused in your final report (due in week 10).

If your project contains a mechanical design component, you should describe the mechanical design of your widget/device/structure in detail. Be sure to include numerical data, calculations or measurements to support your material selection, size, construction, etc. If your project contains some other type of design component (electrical, software, chemical, civil), a similar discussion must be included for this. All design decisions should be described in detail and supported with calculations, lab testing, or background research.

All good design projects should consider alternative approaches, so consider including a "decision matrix" or SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis to help make a convincing case for your preferred design.

2.1 Literature Search

Summarize the results of your literature search, and include References in the text [1], properly formatted as per IEEE style.

2.2 Your Second Main Task

About this task…

2.3 Another Task

About this task…

3. Upcoming Tasks

Describe the tasks that remain and explain what the group will do for the remainder of the semester. Describe the major challenges that you expect to face in the remainder of the project.

4. Timeline

Include the timeline that was developed for your proposal. If the timeline has changed (e.g. tasks were completed sooner than expected or will take longer than expected, tasks were added or removed) update the figure accordingly. State in this section any changes that have been made to the timeline and describe why.

Table 1: Freshman Design Project Timeline

	Week									
Task	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Literature study	x	x								
Mechanical design		x	x	x	x	x				
Electrical design			x	x	x	x	x			
System integration						x	x	x		
Testing							x	x	x	
Final report preparation								x	x	x

5. References

IEEE style references. Do not cite webpages or include “Available online at…” in your citations.

Useful Reminders:

- Work that has already been completed should be described in the past tense.
- Avoid writing in the first person.
- Avoid writing in “diary style”…do ***not*** write “In Week 1 the team went to the library and… In Week 2 we designed our sensor circuit. In Week 3….”
- Use the spell-check and grammar check features of Microsoft Word.
- Proofread your document before submission…have a friend or colleague who is not a member of your group read it.
- Execute figures and tables properly…figures should be numbered consecutively and have a descriptive caption *below* the figure; tables should also be numbered and have a title placed *above* the table.

- Avoid large areas of white space within the report. If a table or figure does not fit the space available then either resize it or move text around.
- Number the pages.
- Format references properly and avoid using www-based References. Your references should be from quality sources – handbooks, trade publications, refereed journals, conference proceedings, etc.