Senior Design II Wk 7 Progress Report Team: Team 75-3DPR

The Saluki Engineering Company progress report now has four parts to a single Word document: (1) a memo, (2) an updated timeline, (3) an updated action item list, and (4) a designs delivered by teammate as shown below (rather than the RASI chart listed in the online text). See how to format these on the next pages. What to include will be detailed according to you project.

Date: 2014-10-09

To: Dr. Harackiewicz and Dr. Weston

From: Team 75

Re: Team 75 Week 7 Progress Report Memo

**Updated Timeline**

Progress Report on Designs Delivered by Teammate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | Not Done | Done | To Do | Next |
| Team Member Name A |  |  |  |  |
| Team Member Name B |  |  |  |  |
| Team Member Name C |  |  |  |  |
| Team Member Name D |  |  |  |  |
| Team Member Name E |  |  |  |  |

Replace “Team Member Name …” with the names of your team members. Adjust the number of rows so that there is one per team member.

**Not Done**: For anything that is behind schedule. This column is for items assigned and scheduled, but not completed on time.

**Done**: This is for important design accomplishments.

**To Do**: This is for what important tasks the team member has left to do in the foreseeable future.

**Next**: From the To Do list, this is what is most important.