Milestone 1 Report – 10 pts Due 10/22/2022 @ 11:59 pm

Note: If you re-upload your files to D2L, you must re-upload ALL files as the system keeps the most recent uploaded submission only. No zip files!

GENERAL SUBMISSION REQUIREMENTS

Upload all files individually as specified, not as zip files, to Assignments in D2L. Do not email files.

THIS IS A GROUP SUBMISSION

**Objective:** To present your project Milestone 1 event to your peers, conduct peer reviews of fellow student Milestone 1 presentations and demonstrate the progress of your project.

**Attendance:** Attendance is mandatory for both days. If someone from your group has a conflict on the day you are not presenting, then have other members attend that day and take notes.

**Assignment:**

This is a group assignment. Submit to the Milestone 1 Report Group dropbox in D2L as a word or pdf document, plus what other file types you are submitting.

For this assignment you will

* Complete the M1 Report (Template is below) with the members of your group.
* Submit your group Milestone 1 Readiness Report deliverable to the appropriate D2L dropbox.

The Milestone 1 Report (Template) format is provided on the next page.

Do not include the M1 Report instructions in your report.

**4850 MILESTONE 1 REPORT TEMPLATE**

**Cover page with the following information (display this prior to your presentation – using overhead projector, or write it on the board):**

Project Number and Title of your Project at the top of the page

Below the title include Course Number and Section, my nam, semester/year

List all members of the Team in a table format with Name and Role

**Deliverable**: Milestone 1

Your Milestone 1 Report must contain the following information:

**Date and Time of your Presentation:**

Our group PRESENTED our Milestone 1 event on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_.

The following members WERE in attendance at our M1 Readiness presentation.

The following members were NOT in attendance at our M1 Readiness presentation

**Describe what you presented as your Milestone 1 Readiness Deliverable:**

Recall, the objective of the assignment is to present your project Milestone 1 event to your peers, conduct peer reviews of fellow student Milestone 1 presentations and demonstrate the progress of your project.

Briefly describe your presentation:

*Prototypes, Simulations, Code Reviews, Preliminary Research Findings/Results, etc.*

Your peers asked questions and made suggestions. Please describe those questions and suggestions.

**DELIVERABLE INSTRUCTIONS**

Save this document as a file named ProjectNumber-OneWordTopic-M1-Report.docx or .pdf and submit to D2L M1 Report, OneWordTopic Example: Robot, MusicApp, ^ EVT, Quantum, Cybersecurity etc.

Also submit “something” – some type of file - that you presented at your M1 Readiness Review: Slides, Code (files), research, etc. It does not have to be comprehensive, just enough to show that you were there and give an idea of what you presented.

Name this file ProjectNumber-OneWordTopic-M1-presentation.docx or .pdf and submit to D2L M1 Report.