**Individual Assignment: Brief Email about Your Team’s Progress**

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| **To:** Students in Engin 100-400 |
| **From:** Walburga Zahn, Robert Dick, Instructors |
| **Subject:** Individual email on your team’s progress (1-2 pages).  Appendix A: A team-created project management plan. |
| **Date: October 26, 2020** |
| Dear Students in Engin 100-400:  We need a brief **individual email** (1-2 pages, template below) from everyone in the class about your team’s progress to ensure that all members of all teams are aware of all aspects of their project and know about tasks and their targeted completion dates. **You need to write the email itself individually.** We also need your **team** to create a project management plan (you already created a rough version for the first design review). Please submit the two files in the email assignment.  **Content of individual email:** We expect to see a brief description of the basic project everyone has to do. Further, discuss the additional project that your team proposed to and discussed with technical instructors during the last few weeks. We need to know about any changes to the original proposal, so please provide specific technical information. Both technical and technical communication faculty will evaluate your email.  **Tasks:** Please include three sections on tasks: Completed Tasks, Tasks in Progress and Tasks not Started. Please include technical and communication tasks and use the second page or two of this assignment letters to write your email. Briefly describe each task and give the dates of completion or expected completion.  **Content of team project document:** We also need each **team** to create a *Project Management Plan*, in the form of Gantt chart, with completion dates and milestones for the entire project (technical and communication tasks). Provide this plan as an attachment to your individual email, which means you will upload two files to our Canvas site. In your conclusion to the email, please refer your reader to the attachment.  The email is worth 40 points, and the Project Management Plan is worth 10 points.  We look forward to receiving this assignment by **November 10, 2020**.  Best regards,  Robert Dick and Walburga Zahn |

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| **To: Walburga Zahn, Robert Dick, Other Instructors** |
| **From: Hassan Kadiri, Member of Sunset Industries** |
| **Subject: Individual Email on Team Progress**  Appendix A: Project Management Plan  Appendix B: Revised Custom Project Proposal |
| **Date: November 10th, 2020** |
| Dear Instructors of Engineering 100 – 400,  I hope all is well.  On October 26, you have requested a brief induvial email on our team’s current progress to ensure that every member is aware of all the aspects of our project and due dates. Our project has made good progress; we finished traversing the maze and started on our custom project. Currently, we are working on adjusting the quadcopter’s code in the “control\_autonoumous.cpp” and the “VL53L1X.ino” files to ensure the quadcopter can receive the information from the new Arduino Uno we installed.  As for our custom project, we have designed the framework of Arduino and photoresistor container and finalized the location and method of attaching and detaching our circuit. The circuit for the photoresistor has been built and works exactly as anticipated. However, even though the code for our project is very simple, I predict that the hardest part of our custom project will be to interface and transmit the parameter from the original Arduino to the Beagle-Bone via MAVLink. Once we have finished interfacing, all we have to do is get the data collected from the Arduino and use it accordingly.  Due to the circumstances of this semester, our initial project proposal has been slightly modified. The major changes to this proposal include using one photoresistor instead of two and modifying the timeline to fit the time restriction of the lab. The full list of changes are posted in section 7 of Appendix B and have already been discussed with and adjusted by our lab instructor; so no further actions are necessary to assist us in finishing our custom project.  The tasks that our group were required to do are categorized below into 3 different sections. (1) The completed tasks, (2) The tasks we are currently working on, (3) The tasks we have yet to start:   1. We have completed what we call the “Preparing Phase” of this project. In this phase, we ensured both our guidelines and conducts were respected by every team member, prepared the outline for our custom project, and ordered all the necessary material for the project. Finally, we tuned our quadcopter for stability when flying through the maze. This entire Phase was completed on November 1, 2020.   We also completed the “Maze Navigation Phase” in which we recorded our quadcopter flying through the maze autonomously. In this phase, we had to write, tune, and debug our code in order for it to successfully make it through the maze without crashing. We have chosen to sequentially operate the quadcopter through the maze, as this would allow us to easily control each movement and, in this case, would be the easiest method due to the maze’s fixed form. We finished this phase on November 9, 2020.   1. We are currently working on the “Custom Project” phase, specifically implementing the correct code to transmit data from the Arduino Uno to the Beagle-Bone Blue. We have already created a voltage divider and verified that our photoresistor works correctly. Once we are able to communicate with the Beagle-Bone Blue, we can make certain that the rest of our code works correctly. We aim to finish this phase before the lab closes on November 17, 2020. 2. We are yet to start our final phase of this project, the “Present Phase”. The phase is straightforward: to present all the information we gathered from doing both the maze project and custom projects throughout this semester. We must create, revise, and rehearse this presentation before the deadline on December 5th, 2020. That is the day which we have to present. We except to complete this phase by December 4th, 2020.   Attached to this email are both the Project Management Plan and the Revised Project Proposal. We hope to stick to our plan religiously in order to complete our tasks successfully and in a timely manner. Please let us know your thoughts on our current trajectory and any questions you may have for us.  Best Regards,  Hassan Kadiri |