**MEMORANDUM**

**To:** Katherine Ovens, Professor - English and Liberal Studies **Date:** March 12, 2018

**From:** Harsh Patel, IoT397

**Re:** IoT397 Research Project

**1. Introduction:**

On February 12, you asked us to create a written proposal and annotated bibliography as well as oral presentation on an emerging technology. The project that we are working on is about smart homes or smart house which means control automation of all the daily used appliances. So far, we have not encountered any major problems and we are confident that we can complete the final project, meeting the deadline. This progress report describes the work to date including project progress and completion schedule, also briefly describing the project issues.

**2. Background:**

Our goal is to present our classmates a creative and realistic way of informing the advantages of home automation. We all know that connecting all our frequently used appliances to a common network has numerous advantages. Efficiency of all the appliances can be increased and the functionality of the appliances can be enhanced. Further, home security can be increased which is one of the major advantage of home automation.

**3. Project Progress:**

**Work completed:** The following work has been completed: -

Create Outline: - We have created an outline for the research proposal and annotated bibliography. Also, we have briefly described each section so that the team member working on that sections can recall what are the major topics that need to be covered and giving a better understanding to everyone.

Assign Work to Team Members:-We have split up each section among team members to better utilize our time.

Charlotte is responsible to write the introduction of the proposal which will also include the task of gathering some information about the technology including how it will be beneficial to the audience. Also, she took the responsibility of authorization section.

Josh and Regioare responsible for the background section in which they will write the purpose and will summarize all the sections of the presentation including introduction, history, current technologies, public feedbacks on smart homes, advantages, and disadvantages.

Brendanis responsible for the project description section including the creation of outline of plan of the presentation with a summary of each of the sections. He will be assigning work to the team members, allocating workload up until presentation date.

I and Vikasare responsible for the Supporting Material and Team credentials section which will include the works cited document, feasibility and mentioning what ideas and expertise each team member brought into the group.

**Work in Progress:**

All our group members are gathering information from different resources (Seneca libraries, databases) and individuals are working on the work assigned to them.

**Work to be Completed:**

Final Proposal: - We will combine all our work and begin the editing phase. We will be going to have group meetings where each member will present their work. We will improve the entire document by proof-reading and will create an improved version including excellent and relevant details using attractive professional format.

Oral Presentation: - After completion of our final proposal our team will start focusing on the oral presentation. We will have held team meetings and practice the presentation slides so that each team member ups his confidence level and doesn’t go through stage fear.

**4. Project Completion Schedule:**

All are team members are given the deadline of completing their individual tasks before our next team meeting which will be held on Friday 16, 2018. All team members will have their work completed by this day and then we will start combining and editing all our work. We will have the final report completed by the end of Saturday 17, 2018. After that we will start focusing on the oral presentation (PowerPoint slides) which will be prepared before April 8, 2018.

**5. Project Issues and Their Solutions:**

Until now, we had not faced any major issues which blocked our team from working. But we had a small issue where we were not able to pick a time for our group meeting which suits every team member. So, to overcome this problem we decided that we will pick a time which suits most of the team members and rest will be notified if they missed anything important.

**6. Conclusion:**

Overall as it stands, the progress of the report is coming well, and I hope we can complete the final report before the deadline. We have not run into major issues which hindered our work. We would like to hear any feedbacks or suggestions you may have about our work.