

## **EELE 489R ELECTRICAL ENGINEERING DESIGN II**

Spring 2020—Production Readiness Review: Part I

Please answer the following questions in detail. Each student should complete their own report. Please turn in your assignment to the D2L drop box no later than 5:00 PM on Friday 1/17.

### **Basics**

1. State your name, project, and contact information (phone, email, other if applicable)
2. List all of your project teammates, and their contact information
3. Who are your project advisor and sponsor?

### **Project Overview and Status**

4. Please restate the goal, requirements, and specifications for your project (include block diagram!). If your project draws a distinction between critical (“Level One”) requirements and optional (“Level Two” or higher) requirements, please explain in detail. (approx. 1–2 pages)
5. Between the CDR and now, what feedback have you received from your project sponsor? What have you changed in your project or design in response to this feedback?
6. Are there any aspects of the design that still need to be finalized? (For example, incomplete last semester, major revision needed, new information prompted design change, etc...) If so, please explain in detail.
7. At this point, do you see any critical issues (high risk areas, parts/tools/resources needed but not readily available, problems for which you are not confident in finding a solution)? If yes, please explain in detail. (1-2 pages)

### **Scheduling and Logistics**

8. When and where is your weekly meeting with your project advisor/sponsor?
9. In addition to the above, when are your regular team meetings? (Note: In addition to your weekly advisor meeting, it is strongly advised that your team schedule additional meeting times during the week when all students are available. You do not need to meet every time, but you should have these times available, and not waste time repeatedly trying to schedule meetings.)
10. As a team, please review and update your work distribution across your team (in particular if there are any personnel changes on your team). Each individual student please explain: (a) What are your primary project responsibilities this semester? (b) Justification that this is a substantial and fair contribution to your project and team?
11. List at least 3 concrete tasks that should be completed right away in order for your project to keep moving forward. (Note: these tasks should pertain to you as an individual, not your team!)