Team Meeting and Status Report Requirements

Team Meetings typically begin in week 3 or 4 of the semester. Depending on the semester, team meeting time slots are 20-30 minutes in length.

- Who: Instructor plus **all** team members, **attendance mandatory**
- Where: Riggs Rm 302 (instructor's office), unless announced otherwise (e.g. Milestones)
- When: Weekly Time Slot assigned to team

Meeting Purpose:
The team meeting keeps your instructor informed about the team's progress on the project. The team meeting also provides opportunity for the team to interact with the instructor and ask questions, solicit advice, describe problems, etc. The interaction during the team meetings is modeled after a technical manager interacting with a design team. The meetings are specifically chosen to be held in an office rather than lab setting so that you must present your update in a concise, time-limited fashion that will allow the instructor to provide useful feedback. This requires you to have collected information about your problem in advance so that you can appropriately guide the discussion. This skill is important in the workplace. Moreover, the most successful design teams are usually also the teams that make the best use of the meetings

It is important to come to meetings prepared. The more the instructor understands about your progress and approach, the better the advice and guidance that can be offered. It is often helpful to bring visual aids (plots, sketches, recorded error messages, etc., either hardcopy or electronic) to the meetings in order to supplement discussion. The meeting leader should have access to the status report in electronic or hardcopy form. Other members should be prepared to discuss their contributions.

Meeting Organization
The weekly meeting is a discussion organized around the items in the **weekly status report**. The status report is submitted by the team Point of Contact. The requirements for the status report are provided on the last page of this document.

A Meeting Leader will lead the discussion. The Meeting Leader may be chosen to be the same individual each week or may change from week to week. The meeting leader will step through the items in the status report, either presenting individually or calling on team members as appropriate to report. All team members should be prepared to provide further information during the meeting as needed. The instructor will ask question and provide feedback during the presentation of the status report. After the status report is complete, we may hold an open discussion if time permits.

Entering the Team Meeting
Team Meeting times are assigned when projects are assigned. Teams should be ready promptly at the scheduled meeting time. Nevertheless, be aware that meetings may run over the assigned time slot, especially toward the end of a long sequence of meetings. Please knock on the door at the scheduled start time for your team meeting. This reminder will help keep meetings on schedule. Students are expected to wait until the previous group exits the office, or 25 minutes in the case that the instructor is not present.

Absence and tardiness
Absence and tardiness from team meetings will be logged and excessive unexcused absences or tardies will be taken into account in the individual grade. Excuses will be approved for well justified absences such as job interviews or graduate school visits. Excuses must be documented, requested and approved in advance of the scheduled meeting time. Contact the instructor via email to arrange an excused absence. Absences should also be noted in the "Additional Comments" section of the status report.

Status Reports Submission Requirements:

- A status report must be submitted before each team meeting, including Milestone Checks.
  - Status reports are NOT required for the final project demonstration or the poster session.
- The status report *must* be submitted:
  - at least one hour **before the beginning of the block of meetings** on the day of the team meeting
  - no earlier than 9PM on the evening prior to the team meeting
- The status report should reflect the *most up-to-date information possible* within these submission constraints.
- The status report must be submitted via email to the instructor (regroff@clemson.edu) by the team's designated **Point of Contact**. The email should always be sent by the same person to maintain consistency in format and style.
- **Everyone** on the team must be **carbon copied** (cc) on the status report email.
- The email subject line must adhere to the following format:

  ECE4960-<teamID>: Status Report <meeting date in yyyy-mm-dd>

  where <teamID> and <date in yyyy-mm-dd> are replaced as appropriate. Note that there is no "Re:" in the subject. For example, for team AH3 meeting on September 3, 2012, the subject would be

  ECE4960-AH3: Status Report 2012-09-03

  Please follow this format exactly so that my mail filter will sort your report properly.
- The status report must be attached to the email as a **pdf** file (NOT word) with filename "ECE4960-<TeamID>-Status-Report-<yyyy-mm-dd>.pdf".
  Continuing the example from above, the filename would be
  ECE4960-AH3-Status-Report-2012-09-03.pdf
- Add some text to the body of the email to avoid rejection by the Clemson spam filter. (Email with empty bodies often gets sorted to junk.)

Status Report Content

- The status report should be completed using the Status Report Template document, provided in MS Word format.
  - Note, the status report must be submitted in **pdf** format!
- You should fill in information on the template in regions indicated by angle brackets "< >". Note that the angle brackets and the instructions inside of them should NOT be included in the final status report.
- All sections must be present in the status report, but the sections "Unresolved Problems", "Questions", and "Other Information" may be left blank if you do not have any relevant information to provide.
- The status report should not provide too much detail.
  - Main body of the status report should be roughly 1/2 page and certainly no more than 1 full page
  - Images may be included on additional pages, if required for discussion.
- Status report content should be sufficiently detailed that the instructor can tell what activities you did each week. ("Built system" and "Worked on motors" are too generic). If you find yourself writing the same things in the status report each week, you are doing it wrong.
- Bullet points are often a useful way to organize the information in the status report.

ECE496 Weekly Status Report **Example**

Team MP4

2013-10-31

Meeting Leader: Henry Jones

Previous Goals and Progress Toward Those Goals

- Debug and test robustness of power electronics circuitry [Henry, Elsa, Sallah] – The power electronics are now working reliably and can function for over 30min without problems. A bad solder joint was the source of previous problems.
- Improve computer vision [Marion, Henry] – tracking algorithm was modified to consider the previously known location of the ball. Tracking error improved considerably, as can be seen by the plot on the next page.
- Develop controller [Arnold, Sallah] – a controller was designed using Matlab root locus tools and the performance was simulated in Matlab.

Goals for the Next Week

- Change over from desktop amplifier to our custom power electronics [Henry, Elsa]
- Implement UDP communication between vision program and target [Marion, Henry]
- Implement controller on the physical system [Arnold, Sallah, Elsa]

Unresolved Problems

We are having problems using two analog outputs simultaneously. To debug the problem, we made a simple model with two constants feeding the analog output, but it still will not compile. A screenshot of the model is included on the next page.

Questions

Are we allowed to cover the board with aluminum foil?

Other information

Sallah will be absent from the next team meeting due to a job interview with Duke Energy.