**ECTE250 Fortnightly Report Guidelines**

From Winter-W3 to Spring-W11 all team members must post a brief report of their fortnightly activity on Moodle, using the forum ‘Fortnightly Reports’. The secretary of the team must also post the minute of the team fortnightly meeting. All reports must be posted by Sunday 5pm following the format detailed in this document.

For each fortnight, all reports from individual team members and secretary must appear in the same discussion topic (or forum thread). The name of the discussion topic (Subject field in Moodle) must be ‘**Team X – Sem Y Week Z’**, where X is your team letter, Y is the semester number (Winter or Spring) and Z is the week number (1 to 10). The first team member posting the report will create the discussion topic. Other members will append their reports replying to the previous post.

The weekly reporting activity is assessed individually using the 0 to 4 scale and criteria detailed below. This is worth 5.5% of the final mark in ECTE250.

**Score 4:** Moodle post contains clear and concise details of the teams outcomes, the students outcomes in the past fortnight and clearly outlines what the student and the team are doing in the next fortnight and what will be the expected outcomes for the team and those expected of the student by the team, no grammar errors and diagrams (if relevant) are referenced and described. In addition the student is showing statements that reflect on what has been learned while doing the project with the team both on their progress and that of other team members, while doing so using positive feedback statements rather than negative feedback statements for themselves and other team members. Information provided in the report is a summary of the detailed and well organized activity recorded in the logbook (inspected at the end of both semesters). Negative statements of any kind should be regarded as no statement or reflection about the team at all, and may result in a rating of 0 or 1 on this rating scale.

**Score 3:** Moodle post contains clear and concise details of the team outcomes, the students outcomes in the past fortnight and clearly outlines what the student and the team are doing in the next fortnight and what will be the expected outcomes for the team and those expected of the student by the team, no grammar errors and diagrams (if relevant) are referenced and described. Information provided in the report is a summary of the activity recorded in the logbook

**Score 2:** Moodle post clearly describes what has occurred in the last week and how the team is working together and what is planned for the next fortnight both by themselves and sometimes other team members that they are working with. Information provided in the report is overall aligned with what has been recorded in the logbook.

**Score 1:** Moodle post contains some indication that student has achieved or plans to achieve something related to the team’s project, but contents are very unclear or has statements purely negative and not constructive in any way. Information provided in the report is poorly aligned with what has been recorded in the logbook.

**Score 0:** No Moodle posts or posts completely irrelevant and off topic compared to the activities undertaken in project. Poor or little evidence of any activity in the logbook.

**Individual Fortnightly Report**

The individual fortnightly report should outline

1. Your current role in the team.

2. Your agreed activities/duties.

3. Progress in the last fortnight (even if no progress) i.e. what has been done by you with respect to the teams agreed project.

4. Any issues that concern you (so other team members and coordinator can read this, if you think something is unfair, you must log it in this area). Do not conduct a discussion, but just log the issue(s) which need resolution.

5. Your specific contribution thus far to the design (not budgeting, management, marketing or any of the non-core project activities).

6. An honest but polite reflection on your progress thus far and your team progress.

**Individual Fortnightly Report Template**

Date: xx/yy/zzzz

My role in the team: xxxx

*The outcomes of our team in last fortnight are listed as follows:*

1, e.g. we worked out the draft diagram of our project;

2, e.g. we simulated the circuit of our design;

……..

*My contribution in last fortnight is:*

e.g. Designed and simulated the ADC circuit.

…….

*In next fortnight, our group is going to work on the following tasks:*

1, e.g. we are going to practice the experiments (3, 5, 7) given in the instruction book to be familiar with how to use Arduino kit;

2, e.g. we are going to practice building Analog to Digital converters;

……………..

*My task that is going to be finished in next fortnight is:*

Learn how to design an op-amp circuit.

……

*Reflection:*

I have learned the following things while doing the project with my team members:

1, e.g. how to solder components to the vero board;

2, e.g. we should communicate more to share our ideas clearly;

………..

Also, my team members have known how to do “xxxxx” through doing the project.

A two-page individual reflection report must be submitted on Moodle on Spring-Wk11.

This MUST reference the weekly posts on the discussion board for your team and any other relevant project material. It must be a two-page type written report on the project, your contribution and a reflection on your contribution and what you could have done better.

You should address directly the following questions in your two-page report, using technical English as expected from a professional engineer:

1. How successful was the project / prototype in achieving its desired outcomes?

2. How you worked with your other team members and what was your direct and indirect contribution

to the team's project referred to your final team’s submitted report?

3. What project related difficulties did you encounter as a member of the team and how were these

eventually overcome or why they were never resolved?

4. If you were starting the project again, what would you do differently to improve the projects

outcomes?

In other words, this should be a Final written individual report on the team project – This is a type written report (uses headings) electronically submitted on subject Moodle site of no more than two (2) A4 pages not including front and back matter answering the four reflective individual questions (see above) in a report format which is referenced including using weekly blogs on discussion group for you and the team.

Not having weekly blogs referenced (because there were none or otherwise) will result in loss of marks (in the form of penalty marks).

**Minute of the Team Meeting Template**

TEAM LETTER/NAME

MINUTES of Meeting of the Executive of Company Name held on Date from Time in Venue. PRESENT: Name, Managing Director (Chair)

Name, Treasurer

Name, Secretary

Name, Project Controller Name, Team Member Name, Team Member

APOLOGIES: Name, Team Member

NON-ATTENDANCE: Name, Team Member

*Welcome*

Chair welcomes everyone.

*Confirmation of Minutes*

Everyone at the meeting should receive a copy of the minutes and should agree that they are a true record. Then the minutes of the previous meeting should be signed by the Chair. The statement that appears here should just say: The minutes of the previous meeting were confirmed as a true record and signed by the Chair. If that did occur, if there was a change, the change is recorded here.

*Business Arising from the Minutes*

Whatever items not completed at the last meeting should appear under this heading. Any actions required should be noted at the end of the item, e.g.,

*Action: Treasurer/Project Controller*

*Business*

New business to be discussed should be recorded here. Any actions required should be noted at the end of the item, e.g.,

*Action: Managing Director/Secretary*

*Other Business*

Always included in case other matters come up that weren’t on the agenda.

*Date for Next Meeting*

Should determine a date for next meeting.

.................................. Signed by the Chair Date xx/yy/zzzz