

Capstone Design (ENGN 379, w2021) Weekly Progress Report

Progress reports **summarize and convey the main activities and outcomes of your Capstone work week**. They serve as an important starting point to review and discuss your team's design work with instructor.

The report should be clear and concise—make it as **brief** as possible. Please use 12-point, double-spaced font. Make it **visually rich**, where possible: a good summary graphic or photo really is worth 1×10^3 words. Progress reports should include, as appropriate, figures derived from those in your engineering design logbook.

Required Elements:

1. Basic info, specify:
 - a. Dates this progress report covers. For example: *Week 2, Jan 25-29*
 - b. Sub-team: *(Mechanical/Hardware/Software&Comm)*
 - c. Tasks/integration teams you worked on. For example: *Hardware + Mechanical - integrating sensors and motors onto chassis.*
 - d. Clearly list hours invested by each team member (as evidenced in logbooks and progress, in general).
2. Identify engineering tasks or other related objectives assigned to each team member. This could/should within a single team or integrating between teams.
3. Describe what was accomplished during this week for each assigned task, as well as any other related work. (Remember: use information dense graphics figures and graphics, where appropriate!)
4. Describe any challenges encountered---technical, logistical, etc.
5. Propose how you plan for overcoming these challenges and any other setbacks encountered.
6. What questions and/or other information do you have for the instructor? This is meant to help the instructor prepare as best as possible to support your team when we meet.