Weekly Team [Final Project] Progress Report

Introduction

The final project of this course leverages a few short weeks to design and build a circuit according to a provided goal and a few specifications. To assist with this effort in a manner appropriate for a first-year course in electronics, you are often provided with learning modules aimed at sub-circuits that might appear in typical solutions. These modules also provide guidance regarding measurements you should take, models you should derive, and how design choices could be made with mathematical optimization in mind. You and your team will get the opportunity to determine a method to combine subcircuits into a fully functional final project design. To be successful, you will need to keep careful records along the way including what was learned through the provided modules and to make weekly and long-term schedules to keep your project on a clear path to completion. These weekly team final project progress reports are designed to assist you with that process.

Team Learning Objectives

As a team, provide…

- Clear and concise information about the goals, measurements, models, and/or design elements of any work done to-date regarding the final project.
- Specifics on the completion of any provided procedures (topical modules).
- A presentation and analysis of results (data) in appropriate formats (tables, graphs, etc.), including accurate measurements and observations in preparation for using this material again in the final report.
- A plan for the next week including specific meeting time(s) outside of class as well as the materials to be worked on in that meeting and in the next in-lab meeting.
- Well-organized and clearly written report with appropriate use of headings, subheadings, and coherent paragraphs. Language is precise and easy to understand. Virtually error-free in terms of grammar, spelling, punctuation, and formatting.

Notes:

Procedure

Using **2 to 4 pages** (6 max, please), generate a progress report for this week. For this report, you should communicate the following core ideas.

1) A list of which students completed which activities/tasks.
2) For each task, a description of how it may (or may not?) be useful for the final project.
3) A summary of how any sub-circuits were tested for proper functionality (independent of other sub-circuits).
4) Any analysis that supports design decisions made (or to-be made) for these sub-circuits.
5) The place and time scheduled for a team meeting outside of lab in the next week.
   The tasks to be completed in that outside-of-lab team meeting.
6) The tasks to be completed and the students to complete them for the next in-lab session.

Complete the report by stating explicitly how each team member contributed to the work. Of course, also pay attention to formatting, grammar, and clarity within your document. While the rubric focuses on the core ideas above, points will be taken off for sloppy work.

Rubric

A well-structured and comprehensive lab report rubric helps to provide clear expectations and guidelines for both students and instructors. You can find the rubric in GradeScope under *Weekly Team Progress Report*.

Notes:

Final Project *PROGRESS* Report Rubric

Criteria	Excellent (50)	Good (40)	Satisfactory (30)	Needs Improvement (20)	Inadequate (0)
Student list with activities performed	Team has divided the work well with attention to bench resources and student abilities. Each student has clearly-defined tasks and the team has maximized their time in and out of lab for pushing the project forward. Plans from last week (if applicable) have been completed to staff satisfaction (it's okay to promise more only to realize it was overly ambitious!).	Students and their completed tasks are outlined and balanced. The progress towards project completion is mostly good but could be improved upon.	Although some imbalance exists in the tasks assigned across teammates, there is satisfactory in progress towards the final project.	Lacks clarity in the individual tasks and their completion.	Missing.

Criteria	Excellent (50)	Good (40)	Satisfactory (30)	Needs Improvement (20)	Inadequate (0)
Sub-Circuit Utility	The team recognizes that each sub-circuit could serve one or more critical roles in the final project. The utility of each completed task is discussed. A block diagram describes the possible utility of each sub-circuit within the final project design.	Falls a little short of Excellent.	Missing several aspects and perhaps not recognizing connections between sub-circuits and the overall project design goals.	Team appears to be going through the motions with little conceptual understanding.	Utility not discussed.
Sub-Circuit Functionality	In good debugging form, each sub-circuit is built and tested for proper functionality with minimal dependance on other sub-circuits.	Some circuits are built, but not fully tested for proper function. .	Circuits not fully built and/or function testing relies too much on the success of other sub-circuits.	Circuits are poorly built and not fully tested for function.	Functionality not investigated.

Notes:

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Design Analysis	Often, the modules will provide hints on what elements have values that can be altered to optimize the design for your specific application. Other times, you may find ways to optimize your design yourself. This should be explicitly outlined in your report with direct ties to course concepts.	Analysis is present and covers most relevant aspects, but with some errors or lack of depth.	Analysis is limited in scope, contains significant errors, or lacks clear connections to the course concepts.	Analysis is inadequate, incorrect, or missing key points.	No analysis provided.
Outside-of-Lab Team Planning	A time and place and clear plan have been made for an outside-of-lab team meeting. That plan will clearly move the project forward.	Time and place set. The plan for moving the project forward outside of class needs a little work.	Time and place set but doesn't include all teammates. The plan for moving the project forward outside of class needs a lot of work.	Very vague on who, where, and what.	No outside-of-class plan provided.

Notes:

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Team Plan for Next In-Lab Meeting	A clear plan with equity across teammate contribution has been made for next week's in-lab team meeting.	Details are mostly there but somewhat lacking.	Plan is just barely sufficient that they might get lucky and have a partially working design by the semester's end.	Plan is very vague and team appears to be just hoping something will just come together.	No plan presented.

Total Points: 300

Points will be taken for lack of formatting, grammar, and clarity within your document.