

**ME 481 Project due dates (other course requirements are not included here).**

**BOLD items signify this item is to be submitted to the course instructor at the beginning of that class.**

<b>Team name:</b>	<b>Due Week</b>	<b>Date</b>
<b>Charter</b> (fill in the existing “Charter” form, submit one per team)	Week 1	Aug 31
Meet with “super-groups” and faculty advisor. Discuss project objectives, deliverables and plan.	Week 2	Sep 7
<b>Pre-plan memo (1 page max, no attachments).</b> Contact Industrial Advisors, thanking them for agreeing to help and also discuss your project deliverables (cc all other stake-holders).	Week 3	Sep 14
<b>Project Plan</b> to faculty (faculty advisor and course instructor) – hardcopies unless otherwise agreed upon.	Week 5	Sep 28
<b>Project Plan</b> sent to Industrial Advisor (after faculty approval)	Week 6	
Meet with Industrial Advisors (Faculty Advisors optional) to discuss the project plan. The purpose of the meeting is for advisors to improve the plan if appropriate and to offer advice and assistance. Students are responsible for contacting their advisor and running the meeting (agenda and meeting notes are REQUIRED).	Week 6	
<b>Agenda and meeting notes</b> from the industrial advisor meeting submitted to instructor	Week 7	Oct 12
<b>Prototype Demonstration Memo</b> to faculty and industrial advisor	Week 8	Oct 26
Super group meeting to discuss prototype demonstration and other progress. Discuss remaining tasks for the semester.	Week 8	Oct 26
Invite Industrial Advisor ( <b>cc instructor on the email</b> ) to final oral presentation (after presentation schedule has been established) and <b>provide them a blank Industrial Advisor feedback form.</b>	Week 10	Nov 9
Super group meeting to discuss progress to date and plans for ME482	Week 11	Nov 16
<b>Submit to the instructor and faculty advisor the first semester progress memo including as an attachment the completed Industrial Advisor feedback form. Provide the Industrial Advisor a copy of the memo.</b>	Week 13	Nov 30
Optional Design Review Meeting with Industrial Advisors (may be teleconference).	Week 13	
<b>Submission of peer evaluations</b> to instructor (all students), <b>oral reports to class and hardcopy</b>	Dead week	Dec 7
<b>Formal oral reports</b> to class, hardcopy (6 slides per page) given to instructor and faculty advisor.	Dead Week	Dec 7

**email progress updates** are due weekly both semesters (to the instructor, cc all constituents (team members, advisors, etc.)

**\*\*\* TENTATIVE \*\*\* ME 482 Project due dates (other due dates for the courses are not included here)**

<b>Team Name:</b>	<b>Due Week</b>	<b>Date</b>
Meeting with “super groups” (Faculty Advisors, optional)	Week 2	TBD
Contact University Housing if needing to stay beyond grad.	Week 5	TBD
Inform ME Department Chair of financial request (some projects may be eligible for up to \$200 reimbursement from the ME department – KEEP your receipts).	Week 6	
Invite Industrial Advisor to final oral presentation	Week 10	TBD
Meeting with “super groups” and Faculty Advisor. Bring a blank copy of the “ <i>ME481/482: Assessment of Capstone Projects</i> ” document for the faculty advisor to complete.	Week 11	TBD
Poster presentation (concise description of project) (optional for those presenting on Founder’s Day)	Founder’s Day	TBD
Technical meeting with Industrial Advisors (optional Faculty Advisor)	Week 13	TBD
Send thank you email to Industrial Advisors and sponsors (should include photos of team and finished product. cc the course instructor.	Week 13	TBD
Bound (BC print shop) hardcopy of <b>written project reports</b> to instructor and faculty advisor; electronic copy to industrial advisor (or hardcopy if they prefer).	Week 13	TBD
Submission of peer evaluations to instructor (all students)	Dead week	TBD
Formal <b>oral reports</b> to class, provide instructor and faculty advisor hardcopies prior to presentation (6 slides per page). Typically 10-12 minutes in length + Q/A – but will vary from year-to-year.	Founder’s Day or Dead week	TBD

**email progress updates** are due weekly both semesters (to the instructor, cc all constituents (team members, advisors, etc.)