

ME 481 Project Due Dates (other course requirements are not included here)

Team name:	Due Week	Date
Charter (fill in the existing “Charter” form, submit one per team)	Week 1	Sep 2
Meet with “super-groups” and faculty advisor (discuss project objectives, deliverables and plan) – obtain faculty advisor signature on pg 1 of “Deliverables” form.	Week 2	Sep 9
Contact Industrial Advisors, introduce yourselves/team, thank them for agreeing to help and also discuss your project and plan (cc all other stake-holders).	Week 3	Sep 16
Design Proposal to faculty (faculty advisor and course instructor) – hardcopies unless otherwise agreed upon.	Week 4	Sep 23
Detailed proposal sent to Industrial Advisor (after faculty approval)	Week 5	Sep 30
Meeting with Industrial Advisors (Faculty Advisors optional) – discuss objectives, deliverables and plan. Obtain signature on pg 1 of “Deliverables” form. This can NOT be during class time.	Week 6	Oct 7
Prototype Demonstration Memo to faculty and industrial advisor	Week 8	Oct 28
Super group meeting (may invite faculty advisor to be present)	Week 8	Oct 28
Invite Industrial Advisor (cc instructor on the email) to final oral presentation (after presentation schedule has been established)	Week 10	Nov 11
Super group meeting (may invite faculty advisor to be present)	Week 12	Nov 18
Provide faculty advisor with the “ <i>ME481/482: Assessment of Capstone Projects</i> ” document and request they complete it.	Week 12	Nov 18
Project Mid-Design memo to instructor, faculty advisor and industrial advisor	Week 13	Dec 2
Optional Design Review Meeting with Industrial Advisors (may be teleconference)	Week 13	Dec 2
Submission of peer evaluations to instructor (all students)	Dead week	Dec 9
Formal oral reports to class, hardcopy (6 slides per page) given to instructor and faculty advisor.	Dead Week	Dec 9

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

ME 482 Project Due Dates – Tentative (other due dates for the courses are not included here)

Team Name:	Due Week	Date
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 “Project Deliverables” form to be signed (page 3), and 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). Bring “Project Deliverables” form to be signed (page 3).	Week 13	TBD
Send “thank you” email (and hand written if you wish) 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 written project reports to instructor and faculty advisor; electronic copy to industrial advisor.	Week 13	TBD
Submission of peer evaluations to instructor (all students)	Dead week	TBD
Formal oral reports 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

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