

# Capstone Design: Checkpoint Reports

Revision 0.0, 10 Jan 2012

Two checkpoint reports are to be submitted *by individual group members* as EE401 progresses. Please see the course schedule for the specific due dates.

The purpose of a checkpoint report is to outline the work performed over the reporting period. This will concisely

- relate the progress you have made;
- describe obstacles you have encountered, and how you have overcome them; and
- provide a record of work you have done, perhaps including, for instance, records of subsystem tests.

The *reporting period* covers the time from submission of the last checkpoint report (or since the Revised Design and Work Report submission of EE401 in the case of the first checkpoint report) until the due date for the current report.

These reports will be a formalized summary of your laboratory book notes, assuming those are kept to good standard.

## **Target Audience**

The target audience is a relatively busy supervisor that that needs to know what you have been doing over the reporting period, if your (individual) responsibilities are being fulfilled, and also, therefore, how the project itself is progressing. You may assume that the supervisor is familiar with the project and its purpose.

## **Submission and Document Format**

Please use:

- a maximum of **2 letter-sized** pages for all content;
- a minimum font size of 11pt;
- inter-line spacing of no less than 1.0; and
- margins of 2.54 cm.

Format your document in a manner that is consistent with good technical reporting: your ECE200 notes/text will likely help with this.

Each individual in a group needs to independently submit their own checkpoint report by turning in a *single* PDF file by 4PM on the date noted in the syllabus. Submission is made via the course submission facility, located at:

<https://ee401imgsvr.ee.ualberta.ca/submission>

As per usual, later submissions overwrite those made earlier. An email including the file is sent back to the submitting individual as an acknowledgement of receipt - be sure to check this file and its format against the expectations.

## Evaluation Rubric

The following rubric will be completed by the evaluator during assessment. The evaluator of these reports is typically the your group's assigned GTA.

Current Revision		0.1				Revision Date: January 10, 2012	
Criteria	N/A	Level				Excellent 3	
		Score:	Limited 0	Adequate 1	Proficient 2		
Grammar and Presentation						Document is exceptionally well-written and professionally presented.	
Development Progress						Progress made toward the project objectives is above-and-beyond, potentially evaluated with respect to the project schedule.	
Conciseness/Audience						Document is written in a fashion that allows a busy supervisor (with general knowledge of the project) to gain insight into the individual's activities. Page limit is adhered-to, and content is highly relevant.	
Accuracy						The information provided in the document regarding activities taken in project development is known to be accurate. Verification through demonstrations, etc., may be requested.	
<b>Summary</b>							
<b>Score</b>		<b>Max</b>		<b>Percentage</b>			
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Comments: