

11.1 Work Task Schedule – 1st Project Round

Term Week No.	Week Starts	Tasks
1	Jan. 10	<ul style="list-style-type: none"> Individually study course orientation & safety presentations in the "Course Orientation" module on onQ, and individually complete the mandatory quiz by 10:00 pm on Tuesday, Jan. 12. E-mail team member preferences to Course Instructor by 10:00 pm on Tuesday, Jan. 12. Attempts will be made to meet student preferences; however, a final decision will be made by the Course Instructor. A list of team members will be posted on the onQ website soon after close of the course orientation quiz and you will receive email confirmation of your team from the Course Instructor. Teams review list of available lab projects and submit a Project Preference Survey (one per team) via onQ by 2:30 pm on Thursday, Jan. 14 (attempts will be made to meet team preferences, however, a final decision will be made by the Course Instructor). Project assignments will be posted on the course website on the evening of Thursday, Jan. 14. Teams should meet to establish ground rules for the team. Begin project documentation in lab book. Contact 1st Project Supervisor to arrange preliminary meeting. Prepare for first meeting with Supervisor.
2	Jan. 17	<ul style="list-style-type: none"> Preliminary interview (via Zoom, if necessary) with Supervisor to clarify project definition. Begin work on letter of proposal. Contact Project Supervisor to schedule proposal meeting. Submit a letter of proposal for review via onQ by 4:00 pm the day before you plan to orally present the proposal to your Supervisor. Meet (via Zoom, if necessary) with Supervisor to present and discuss proposal. Receive advice for changes to the proposal and/or receive approval. Begin experimentation when approval granted by Supervisor.
3	Jan. 24	<ul style="list-style-type: none"> On-going experimentation. Begin analysis of results and report preparation.
4	Jan. 31	<ul style="list-style-type: none"> On-going experimentation. Continued analysis of results and report preparation.
5	Feb. 7	<ul style="list-style-type: none"> Complete experimentation. Finish analysis of results and report preparation.
	Feb. 14	Reading Week
6	Feb. 21	<ul style="list-style-type: none"> Submit one Group-prepared Final Formal Technical Report (with appended summary of member contributions) via onQ by 5:30 pm on Sun., Feb. 21. Final oral presentation (via Zoom meeting with Course Instructor and Project Supervisor) prepared and presented equally by all group members (schedule may be viewed in the "CHEE 420 Course Manual" module of the course onQ website). Presentation slides (.pdf or .pptx) must be submitted via onQ before the scheduled presentation time.

Last updated Aug. 24, 2020