

11.3 Work Task Schedule – 2nd Project Round

Term Week No.	Week Starts	Tasks
7	Feb. 28	<ul style="list-style-type: none"> • Contact Project Supervisor to arrange preliminary meeting. • Prepare for first meeting with supervisor. • Preliminary interview (via Zoom, if necessary) with supervisor to clarify project definition. • Begin formulating letter of proposal. • Contact Project Supervisor to schedule proposal meeting.
8	Mar. 7	<ul style="list-style-type: none"> • 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.
9	Mar. 14	<ul style="list-style-type: none"> • On-going experimentation. • Begin analysis of results and report preparation.
10	Mar. 21	<ul style="list-style-type: none"> • On-going experimentation. • Continued analysis of results and report preparation.
11	Mar. 28	<ul style="list-style-type: none"> • Complete experimentation. • Finish analysis of results and report preparation.
12	Apr. 4	<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., Apr. 4. • 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 .pttx) must be submitted via onQ before the scheduled presentation time.

Last updated Aug. 14, 2020