**Graded Review of 23 Feb (Example)**

**Goals**

|  |  |
| --- | --- |
|  | Met? |
| Did PM distribute this graded review before midnight preceding the day of the laboratory? | yes  These three are the first three goals of every graded review. |
| Did secretary distribute goals decided at last meeting within 24 hours of the meeting? | yes |
| Are we fully following the overall timeline? If not, attach a new one. | no |
| Draft complete Wetmore Research Grant proposal | yes |
| Place order for dielectric assortment, glues, and tools | yes |
| Complete initial hardware capacitance-measuring module | yes |
| General course coordination: project leader sent report in advance with timesheets, secretary sent minutes on time, updated timelines, etc. | yes |

**If any not met, what happened?**

Include problem that occurred, identify possible solutions tried

**Other actions completed since last time**

See attached Wetmore Grant proposal

Lee: Installed Matlab 5 onto laptop

Wrote skeleton code

Brooks: Tried rubber cement vs. silicon rubber vs. latex sheets as dielectrics

Silicon rubber gives good signal range (20-50pF) but is very delicate

Latex sheets provide adequate signal range (2-10pF) and is durable

**Issues**

Could not get rubber cement model to work. Tried cleaning w/ solvents, preheating.

DSP students are fooling around with the independent study gear

**Out of class hours logged on project – 2 week period from last meeting**

|  |  |
| --- | --- |
| Brooks | 12.5 |
| Lee | 14 |
| Matt | 13.25 |

**Proposed goals to be met by next status graded review**

* Rewrite grant and submit
* Create a permanent PC board and mount all components on it
* Package capacitance measuring box and RS232 converter neatly into project box
* Develop test codes in Matlab and connect to RS232 multimeters so that Matlab can directly read external voltages
* As always, complete general course coordination: project leader publishes graded reviews, secretary publishes minutes on time

**Annex A: Updated timeline**

Week

|  |  |
| --- | --- |
| 1 | None |
| 2 | GR  Identify all parts, brainstorm approaches, get client’s feedback |
| 3 | GR  Meet with client, pitch 2 main ideas, deliver project proposal |
| etc. |  |

**Annex B: Time/activity logs**

Staple them to report, one from each team member. Include comments to help you keep track of progress. Round up hours to nearest ¼. Only include hours worked on project (not HW, class text readings, etc.) and only hours outside of class. If I end class early and you work on the project in class, include those. Example:

**Brooks**

|  |  |  |
| --- | --- | --- |
| Date | Activity | Hours |
| 22 Jan | Looked up parts, wrote order list | 0.5 |
| 23 Jan | Built first capacitance sensor. Did not work. Too much glue? | 1.25 |
| 24 Jan | Built second sensor using latex. Gave 1pF readings under 1lb of | 0.5 |
|  | pressure. Aluminum ripped, shorting device. |  |
| 26 Jan | Parts came in for conductive glue – rebuilt second sensor. Works! | 1.5 |
| 28 Jan | Tried high-resolution sensor using silver ink – resistance too high | 0.5 |
|  | so no readings |  |
| 29 Jan | Built two more working sensors | 1.5 |
| 30 Jan | Attached three sensors to balloon catheter. Cannot get latex sleeve | 0.75 |
|  | to bond to catheter body |  |
| 1 Feb | Rebuilt sensors smaller. Used superglue to attach to catheter, then | 2.5 |
|  | latex sleeve holds properly |  |
| 2 Feb | Wrote mockup of GUI | 1 |
| 3 Feb | Wired serial port analyzer into GUI. Usually works, occasionally crashes | 2.5 |
|  | Matlab. Need advice on debugging this intermittent problem. |  |
|  | Total for 2 week grading period | 12.5 |