**ENGG1100 Introduction to Engineering Design**

**Faculty of Engineering**

**The Chinese University of Hong Kong**

**Project Weekly Progress Log**

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| Lab Section: |  |
| Group Number: |  |
| Student Names & IDs: |  |
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|  |  |
| Mentor: |  |
| Tutor: |  |

## Purpose

This log serves to record your project development progress:

1. It summarizes your design, implementation plan, progress made every week, difficulties faced and solutions investigated, and any design changes or changes in implementation schedule and reasons for the changes.
2. This written record will enable your mentor and tutor to review your progress and implementation plan during the weekly mentor meetings.
3. Your mentor will evaluate your weekly progress in the mentor meeting as well as give comments and marks based on discussions in the meetings.

## Preparing for Mentor Meeting

1. **Please prepare your log (ie summarize your project design, implementation plan, progress made, and tasks to be finished) before each mentor meeting.**
2. You group needs to submit this log during the first 15 minutes of your lab section.
3. **All group members are required to be present** in order to earn marks for each mentor meeting; each of the 4 mentor meetings carries 5 marks (5% of total scores).
4. After reviewing your log, your mentor will conduct mentor meeting with you during the lab session. You should work on your project throughout the lab session.
5. Each group member may be evaluated by mentor individually; that is, marks given to each group member may not be the same for each mentor meeting.
6. After mentor has finished providing comments and marks, the log will be returned to your by the end of your lab section. It will serve as a feedback for your group to carry out subsequent project work.
7. This log document serves as a template and guideline for each mentor meeting. You may edit it and print it out.
8. **You are required to keep all the comments from each weekly progress Log and submit the whole Log with your Project Report. Submission deadline is 14 April 2014, 5:30 pm.**
9. You may make use of the information in your progress log to write your Project Report.

## Mentor Meeting 1, 17 March 2014

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| Describe the project requirement, the results that you expect to achieve, what functionalities that your project result has, a draft design of your project with technical details like the logical relationships between different project components, types and number of sensors, your development approach, plan, and schedule, etc. | |
| Outline your plan for the project by drafting a schedule; .e.g., which task should be done by when, etc. | |
| Comments from the mentor: | Marks  (0-5) |
|  |

## Mentor Meeting 2, 24 March 2014

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| Describe the tasks you have done and the results your have achieved last week. You may explain the difficulties encountered or additional progress you have made. If the progress is behind the schedule, please explain the reason. | |
| The tasks to be done this week. | |
| Comments from the mentor: | Marks  (0-5) |
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## Mentor Meeting 3, 31 March 2014

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| Describe the tasks you have done and the results your have achieved last week. You may explain the difficulties encountered or additional progress you have made. If the progress is behind the schedule, please explain the reason. | |
| The tasks to be done this week. | |
| Comments from the mentor: | Marks  (0-5) |
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## Mentor Meeting 4, 7 April 2014

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| Describe the tasks you have done and the results your have achieved last week. You may explain the difficulties encountered or additional progress you have made. If the progress is behind the schedule, please explain the reason. | |
| The tasks to be done this week. | |
| Comments from the mentor: | Marks  (0-5) |
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