

Week #	Week of	Lecture Activities	Current Requirements	Current Lecture/Assignment/Deliverables	
1	01/10/2021	Monday Lecture	Project review & selection: This semester's project choices will be posted on the course website prior to the first class virtual meeting on 01/11/2021. Individual project descriptions will be in a DOCX format and DOCX attachments on the EMBEDDABLE 400 site. You must use the formatted document, and submit deliverables as stated on that document.	1. Submit your Project Selection Form (EXCEL) to the DOCX file. Submit your Mini-Resume to the DOCX Dropbox.	
		Wednesday	1. Course Progress, Organization		
		Friday	2. Project & Project Placement Discussion, Priorities, Timelines		
		PROJECT SELECTION	1. REVIEW the PROJECT LISTING , then use the DOCX file to submit your top 10 project choices from the list on the course website TWO documents must be submitted.	If any FACULTY, EXTENSIVE personally confirms with release of instructions know (GAP) we avoid group making problems decisions.	
		Monday Lecture	(1) Use the EXCEL Project Selection form on the DOCX file to rank your requests. The document is printed as EXCEL attachment on the EMBEDDABLE 400 site. You must use the formatted document, and submit deliverables as stated on that document.	Any students who have not submitted a request will be assigned to under-represented groups.	
			(2) Create and submit a brief mini-resume containing any additional information that might enhance your assignment or assignment a group, such as your experience or strong professional skills (BIOGRAPHIC or PDF format). Provide a working email address.	Design group assignments will be posted to the PROJECTS page as soon as the names are finalized and address.	
		Some additional project selection considerations:			
			As Faculty, we expect you to get their top choice, but we generally can place all students in one that day or two projects.		
			Choose for yourself? Every individual has different interests, different background experiences, different goals & career goals. Our projects cover a wide array of engineering disciplines, we include all levels of difficulty of engineering projects. We strongly encourage the practice of "buddy" working up and submitting shared project choices. This practice showcases the nature of choosing projects based on how well your individual interests and interests.		
			Be proactive! If you REALLY want a certain project, make that choice by generating a detailed, enthusiastic, and convincing "mini-resume" to support your top choice(s).		
	If you don't get your preferred project No worries! Dig in to the project assigned, meet your group, participate enthusiastically, work hard but make it fun - and remember that all projects have interesting and challenging aspects.				
2	01/10/2021	No Lecture Martin Luther King Jr. Holiday	Day Off.	No deliverables collected this week.	
3	02/03/2021	Monday Lecture	Meet your Design Team	No deliverables collected this week.	
		Design Team Assignments, modifications	Exchange schedule & Contact Information. For student contact info, look in the DOCX drop under CLASS LIST or on the WEEKEND/MEETINGS website under STUDENT DIRECTIONS .		
			We will post Faculty Advisor assignments on the class website Project Page: https://www.mcm.edu/academic/capstone/capstone-projects . Members listed prior to the News@M group should contact their assigned Advisor immediately to set up weekly meeting times.		
		Design Process Review			
		Requirements generation			
		General Report Formatting & Draft Chapter Submission Requirements	Interject your formal Consultation Meeting schedule with your assigned Faculty Advisor.		
		Chapter Project Management	Submit your Sponsor.		
		01/10/2021	Tools, software, procedures	Attention: Your Draft Level 1 Requirements Document will be due next week with sponsor to understand project details, the requirements in a well-formatted written document, and obtain written approval of your Level 1 Requirements Document.	
			Project Management Plan, objectives and discussion	Register for Spreadsheets if you haven't yet, and plan to use Spreadsheets for project management.	
			Communication / Writing Discussion		
4	02/03/2021	Monday Lecture	Weekly Advisor Consultation Meeting		
		Background Chapter contents and formatting	Interject your formal Consultation Meeting schedule with your assigned Faculty Advisor.		
		Specifications Chapter contents & formatting	Prepare a Master Project Plan with Gantt Chart Scheduled discussion in class next week!		
		Alternatives Chapter contents & formatting requirements	Background Chapter preparation		
		Career special lecture #1			
		01/10/2021	No Lecture - President's Day	Day Off.	1. PROGRESS MEMO to SUPERVISOR and submit to DOCX Dropbox.
		Monday Lecture	Weekly Advisor Consultation Meeting		
		Career special lecture #2	Background Research		
			Career special presentation	Draft Background Chapter preparation complete.	
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5	02/03/2021	Monday Lecture	Weekly Advisor Consultation Meeting		
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		Career Fair this week			
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17	02/03/2021	Monday Lecture	Weekly Advisor Consultation Meeting		
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