Team Activity Reports
Senior Design – both semesters

Your team is expected to communicate effectively both orally and in writing. The oral communication will be in the form of team meetings with team members and with the instructor. You will also give formal oral presentations with various visual aids many times during your senior design course. The communication will also be in writing. Usually the IEEE written format will be specified for an assignment. When no written format is specified, you may use any format of the team's choosing as long as the style is consistent and exemplifies good English.   The most frequent written communication will be the team activity report.

Periodic Team Activity Reports: The team leader will compile a summation of the team's work over the previous period which is usually one week. This report is based on the individual reports submitted by each team member. See the syllabus for the due dates of the Team Activity Reports. Upload an electronic copy of the team activity report to your team's site on the ECS Hive. The date and time stamp of the file on the ECS Hive will be the basis for determining timely submission of the required report.

Required elements of that report are: what did the team accomplish this period, how long (in hours by task) did the team (aggregate) work on those tasks, what are the tasks for next week and what is the estimate of hours by task for next week. The team leader must determine and state the current % completion of the entire two semester project on each team activity report. See the ECS Hive site for report form suggestions.

Individual Activity Reports: Each team member will prepare a summation of their work over the previous period and forecast the tasks and hours for the upcoming period. The individual reports need to be submitted in time for the team leader to prepare the summative team activity report. The individual activity reports will be uploaded to the team member's periodic report folder on the team's site of the ECS Hive.

Required elements of each individual activity report are: what did you accomplish this period, how long (in hours by task) did you work on those tasks, what are your tasks for the next period and what is your estimate of hours by task for next period. Each team member must determine and state the % completion of their

How do you write an activity report? In two words: Efficient brevity. After reading your report, the team and the instructor should have a clear picture of what you did, what you are about to do, and what is the completion status of your tasks. Be brief with just enough detail to be clear.

Good example: "Wrote 36 lines of spin code to enable Xbee wireless receiver to enter/exit sleep mode"

Poor example: "Wrote code"

Outgoing Team Leader Report: At the end of your team leader tenure, you will write a one page (or less) summary of the events, team interaction, and lessons learned during your leadership.   Think about what technical team leadership now means to you and give useful advice to the team leader who is following you. No format is specified for this report.

Team member evaluations: You will evaluate yourself and your team members. See the ECS Hive for evaluation forms. In the first semester, the evaluations will be shared among the team members and the instructor – be fair, be specific, and be honest.

Task List, Remedial assignments or other reports: You may be asked to prepare specific documentation due to lack of clarity of other documents, apparent failure to progress your project or other circumstances. Ask the instructor if a format is required.

Forms: Samples of the team activity report, individual activity report and team member evaluations are available from the Senior Design course site on the ECS Hive.

Electronic submission: In general, most documentation will be submitted electronically with only the occasional hardcopy. The electronic document should be either in MS Word or Adobe PDF format.