

**Group number: Chang Sun**

**Project title: Dec1702**

**Client &/Advisor: Kimber,Anne**

**Team Members &/Role: Not decided yet**

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*(All the above information should be there in each weekly report. The format/color scheme etc need not be the same. However, please remove everything that is in bracket from your final submission. These are just part of the template and need not be a part of the report.)*

○ **Weekly Summary (Short summary about what you did this week)**

As all power students are under the same project number, Dec 1702, the seven of us set up the first meeting with our advisor, Anne, and we are divided into two groups in order to continue with two different projects.

We have set up the email list in order to communicate well with our advisor and between team members. However, we have not decide the character of each group member yet.

We all agreed that we should visit the client to collect more data from them and find out the exact goal they want us to reach. The date to visit the client has not decided yet.

○ **Past week accomplishments (please describe as what was done, by whom, when or collectively as a group)**

- Robert Cohoon: set up the email list, work on the information list for the client
- Jinan Li: Worked on the NDA form
- Abdelmagieed M Ibrahim: Helped to set up the information list for the client
- Chang Sun: Worked on the NDA form

○ **Pending issues (if applicable)**

- Set up the information list for requesting more accurate data from the client
- Decide the date for all the members and the advisor to visit the client

○ **Individual contributions**

<b><u>NAME</u></b>	<b><u>Individual Contributions</u></b>	<b><u>Hours this week</u></b>	<b><u>HOURS cumulative</u></b>
Robert Cohoon	Set up the email list; information list	2	2
Jinan Li	NDA form	2	2
Abdelmagieed	Information list	2	2
Chang Sun	NDA form	2	2

○ **Comments and extended discussion**

**NA**

○ **Plan for coming week (please describe as what, who, when)**

- Robert Cohoon: Work on the first draft design of the solar garden
- Jinan Li: NDA form
- Abdelmagieed: Continue with the information list
- Chang Sun: Help with the information list for the client, communicate with advisors

○ **Summary of weekly advisor meeting (if applicable/optional)**

We have split into 2 groups, one group has 3 people and the other group has 4 people.

We have decide our projects to work on.

**Grading criteria**

Each weekly report is worth 10 points. Scores will be awarded as follows:

- **8 – 10:** Progress for your project seems to be suitable. Documentation and hours reported by team members are adequate.
- **6 – 8:** There is scope of improvement both in your report and your project progress. Can consult with instructor/TA after class for further inputs.
- **< 6:** Please talk to instructors/TA after class hours about any difficulties that you/your team is facing.