

EE492 Senior Design Project Check List, Fall 2007

Just one check list is required per project.

This form **MUST** be completely checked off by the indicated people before the Department will submit the course grade to the Registrar. Failure to complete all of the items will result in an "I" grade until the unfinished tasks or documents are completed.

It is the responsibility of each project group to maintain this sheet and *submit it to the ECE office no later than 3:00PM on Wednesday, December 12, 2007* (the Wednesday of final exam week).

Project Title:		
Team Members:		
Faculty Advisor:		

<i>Task or Document</i>	<i>Person Responsible</i>	<i>Initials and Date</i>
Completion of the project is verified.	Sponsor	
Delivery of the project and return of any sponsor-provided equipment to the sponsor.	Sponsor	
Copies of technical documentation package delivered to the faculty advisor (and to sponsor if required).	Faculty Advisor	
Clean up the laboratory and return equipment borrowed from the ECE Department.	Stockroom	
Reconciliation of any project accounts in the ECE Stockroom.	Stockroom	
Engineering standards and constraints review document delivered to ECE Office.	Dept. Secretary	
Copy of technical documentation package delivered to ECE Office.	Dept. Secretary	
Design Fair Poster delivered to ECE Office.	Dept. Secretary	
If applicable, return of any laboratory keys to the campus police (receipt must be shown).	Dept. Secretary	