

Guide to Fortnightly Report

Revision History

Date	Description	Author	Comments
6 th July 2009	Draft Doc	Adrian Keating	Based on Guide to Weekly reporting from 2008

Scope: This document provides information to Mechatronic Systems and Design students regarding their **Fortnightly Project Report**. Students are expected to meet and discuss their project each week but submit a report only every 2 weeks for assessment. Come prepared to every meeting with a written statement of your action items from the previous week, the status of your work and your next tasks. Please share a copy of these items with the other students. Discuss the items during the meeting and add or change action items as appropriate. The fortnightly report is simply a summary of your items discussed within each weekly meeting. Each student must individually submit their report separately to the mechatronics Project assignment box by **5pm on Thursday** of the week due.

Details: Fortnightly reports form an important part of the assessment in this unit and represent good engineering practice. Each student must submit a fortnightly report. Every report must consist of **status and action** items. Status items indicate what has been done, actions indicate what will be done. Action items cannot be closed until the action is completed or replaced by an alternative action item because of a design change or error. All open action items must be reported on each week, using a very concise summary, typically 1 sentence per item. It is expected that each week, at least 2-5 new action items are added to each students list. Include pictures, diagrams and plots where relevant to demonstrate and justify the work you claim to have done. Any unsubstantiated claims will be questioned and result in lower grade. The fortnightly report is expected to be less than 2 pages. It is an indication of a problem if the weekly reports grow in size, as this indicates action items are not being closed off while new action items are being added.

Within each report, each student must provide a confidential score for each team member, including themselves. Do not discuss your scores with other students. The total of all the scores given must be equal to 100. For example, if the team consists of 4 students and all students are working equally well, then assign a score of 25 for each member. If scores are excessively high or low, please provide a brief reason for your score. Students receiving consistently low scores will be called to explain themselves to the unit co-ordinators. Averaged scores received from all team members will be taken into consideration during the grading process. Grades will be assigned for the action/status items of every student. Failure to add action items (an indication of progress), close off action items or provide a reasonable status report of open action items (what was done in the week) will lead to a poor grade.

Students should keep detailed notebooks and use these to assist with creating their reports. The fortnightly reports should summarize the work of the last two weeks and will be graded accordingly. The reports should indicate what was done and what will be done. Each report will be checked against the previous reports for consistency of what was promised to be done. Any “research” needs to be documented. All papers/websites/books researched must be summarized. Where time is spent reading papers, books or other, 3 or so bullet points explaining what has been read must be provided in the report. The bullet points will be used to explain how each student

has spent their 6-hours (4.5 hours for the Mechatronics Systems student) of project work each week. It is beneficial for us if you provide a bracketed indication of the time spent on each task
Example:

- *Review of tutorial content including use of strain gages and equations governing Wheatstone bridge operation [2hours]*

Every action proposed to be done, must be addressed in the subsequent report. What was done? If nothing done, why not. Be specific. After listing Action items, make some statements to clarify the status of the work. Is it going well, do you need help, is an item taking longer than expected to close, what expertise have you used to help close the action item

Please use the template or similar format provided for your fortnightly reports. An example of an excellent report is provide on the mechatronics web site.

The key with action items is to keep the action simple, so that is can be completed in the week. Many tasks take many weeks to completed, but can be broken into much simpler tasks. Think about the steps you will take (call vendor, get product specification, review specification, selected product, request quote, order part...)..don't just say "design the system" if you have no idea what you need to undertake the design. Remember we want several of these action items per week, and you need to demonstrate 6-hours (4.5 hours for the Mechatronics Systems students) work per week. If some weeks, you may only have 2 hours to spend and have only a few items to report (status/actions). State this upfront in your report to the team. You will need to make up that time in the next week to receive a reasonable point score from your team and reasonable grade from the unit coordinators based on your fortnightly report. Don't slip behind. An action as simple as requesting a quote from a vendor can significantly delay a project if forgotten.