

Senior Capstone Design Project – Weekly Memo

The purpose of the weekly update memorandum is to inform your Faculty Advisor and sponsor of (1) the work that was accomplished from the previous week, and (2) the next tasks that will be done.

Instructions:

1. The Weekly Memo is due to your Faculty Advisor by 7:00am Monday each week, beginning Monday of the 3rd week of classes (after your first sponsor meeting).
 2. It should be written in memorandum style, following the format below these instructions. You may use bullet points or brief paragraphs.
 3. Submit as a Word document attached to the email.
 4. If necessary, your Faculty Advisor may make corrections and comments using ‘track changes’ in Word and email back to team members by noon on Monday.
 5. You can then make corrections and submit as a Word document attached to the email to your sponsor, copying your entire team. Do this by 5:00pm on Monday.
 6. If your sponsor prefers the memo as the body of an email, then you will follow their instructions.
 7. In CANVAS, create a folder under your team name and maintain files to keep all your corrected memos.
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To: “Contact Person’s Name”, “Company Name”

From: “Team Name”/ “Names of Team Members”

Subject: Progress Update for Week of __, 200_ (note: this will be the PREVIOUS week’s date)

Date: Today’s Date

Current Project Status:

- Summarize work/tasks preformed in the previous week(s) on the project
- Treat this as a quick recap since last week’s memo

Work Performed:

- Summarize work/tasks currently underway on the project this week
- It is helpful to be specific about who is doing what and when each task will be completed

Future Work:

- Summarize work/tasks that will be preformed in the coming week on the project
- It is helpful to assign specific people to each task to ensure that the tasks are accomplished in a timely manner

Schedule (optional):

- Some teams find it helpful to include a Gantt chart along with the weekly memo to help track the team’s progress and also indicate specific task assignments
- If this is included, it should be updated weekly and be consistent with the activities described in this memo