

Guidelines for Conducting Course Projects

Every course project should have the following elements:

1. The project must involve **teams** of 2 students or more.
2. Teams MUST **submit minutes** for all their meetings. The minutes should cover: *attendance, topics discussed, summary of the deliberations and decisions made.* This should help evaluate the team-work component of the grade as well as identify the contribution of each member in addition to enabling instructors discover deviations early on.
3. Each team must provide a **work plan** which includes the task breakdown, distribution of the tasks among team members, and a schedule for completing each task.
4. Each team must submit a final **written report** that should summarize the *constraints* of their project (may be design constraints or otherwise) describe *alternatives* considered (may be design or otherwise) and *justification* for adopted solutions/choices as well as *analysis* of obtained results/design/etc.

The above is the minimum requirements, faculty can add other requirements (e.g., progress reports, final presentations, oral exams, etc.) as they see fit.