

Group number: 07

Project title: Electromagnetic Train

Client &/Advisor: Professor Song Jimming

*Team Members/Role: Yap Yong Shen, Norfarahin Nordin, Chung Sheng Su,
Shi Xiang Lim, Mustafa Hafeez*

Weekly Summary

Throughout this week, we organized our first meeting with our advisor, which is our client, Professor Song. A small meeting between team members is organized beforehand. In this small meeting, we have discussed the problem given, brainstorm some ideas to accomplish this project, and distributed tasks and roles to each members. The next meeting with Professor Song discussed about the objectives of this project and the due date of the demonstration.

○ **Past week accomplishments**

The tasks and roles are distributed among the team members as below:

- Team Member 1: Yap Yong Shen:- Team Leader, make sure team members and project progress according to time.
- Team Member 2: Norfarahin Nordin:- Communication Leader, write weekly reports and keep on records.
- Team Member 3: Chung Sheng Su:- Webmaster, update group progress on website.
- Team Member 4: Shi Xing Lim:- Concept Key Holder 1, improvise team idea and keep on track of the project concept.
- Team Member 5: Mustafa Hafez:- Concept Key Holder 2, improvise team idea and keep on track of the project concept.
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○ **Pending issues (if applicable)**

- Team Member 1: Worked on meeting time slot that enable everyone to present weekly. Find one time slot that works for every team members and advisor's time slot.
- All team members: Find sources, journals, research that are related to project. The materials include video and media.

○ **Individual contributions**

| <u>NAME</u> | <u>Individual Contributions</u> | <u>Hours this week</u> | <u>HOURS cumulative</u> |
|--------------------|--|-------------------------------|--------------------------------|
| Yap Yong Shen | Team Leader | 3 | 3 |
| Norfarahin Nordin | Communication Leader | 3 | 3 |
| Shi Xiang Lim | Concept Key Holder 1 | 2 | 2 |
| Chung Sheng Su | Webmaster | 2 | 2 |
| Mustafa Hafeez | Concept Key Holder 2 | 2 | 2 |

○ **Comments and extended discussion**

Based on the discussion with the advisor, weekly basis meeting with him is not necessary. However, team members will have small meetings to discuss about project planning and about the project progress.

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

- Team Member 1: Worked on the fixed time slot for meeting and venue.
- All team members: Find as many reading materials and media as they could, this will help them to prepare for the next weekly meeting.
- In next weekly meeting, we will discuss about the materials that we want to utilize and the communication leader, Norfarahin Nordin will do the documentation for the materials needed to start the project.
- The list of materials should be submitted by team leader to the advisor.

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

From the meeting with the advisor, the concept that involve in the project problem is justified. The problem statement is now more refined and we have scope for the project. This aspect helps us in determining what parameter that we want to test out for the project. Based on the advisor/client, the demo of the project is estimated to be done by this semester, which is May 2017.

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.