Prepare a brief (~3 page) written overview and status report of your design project. Include the following information:

- Team number, Team members & Project title (preferably something catchy including a unique product/service name)
- Project description (~1/2 page general description of your project)
  - motivation (why this project?)
  - problem/challenge to be addressed
  - approach/methodology
  - expected results
- Methodology (~2+ pages)
  - what research, lab work, etc. you plan to do for your project
  - plan for contributions in terms of the three areas of project focus:
    - technology/research
    - business/commercialization
    - design/development
  - research/design details, schematics, etc.
- Expected results; what will we see during your presentation (~1/2 page)
- Task Schedule (informal GANNT chart)
  - list of tasks (what), task assignments (who), and deadlines (when) for each task
  - the more detailed the better (aim for 20+ tasks not 2!)
  - can include tasks already completed (to show the whole story)
- Status (~1/2 page)
  - summary of what you have done, what you still have to do, with comments on any major problems encountered to date (i.e., text synopsis of GANNT chart)

*Example Task Schedule (formats can vary)*

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned To</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
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