

Team Number: FLYSQU

Team ID	Student Name	Week 1 total	Week 2 Total	Week 3 Total	Week 4 Total	Week 5 Total
FLYSQU	Jonathan Avila-Copado	3	11	9.25	11.5	9
FLYSQU	Ryan Donnellan	3	14.67	9.25	14.25	9
FLYSQU	Justin Joy	3	14	9.25	12.5	9
FLYSQU	Owen Kehl	2.7	7	9.1	9.6	4.7
FLYSQU	Joseph Mathews	3	11.25	9.5	16.75	13

Notes:

1. Team members should be listed in alphabetical order by last name.
2. Team members full names should be used.
3. Be sure to include the full team number (i.e. Team 19FXX) at the top.
4. Only this sheet will be turned in each week, but the instructor may request to see the full document on occasio

Week 6 Total	Week 7 Total	Week 8 Total	Week 9 Total	Week 10 Total	Week 11 Total	Week 12 Total	Week 13 Total	Week 14 Total
9.5	11.25	14.5	0	9	10.5	18.25	5.75	11.25
13	16	13.25	9	9	15.5	10	9.25	13
9	15.75	13.75	0	9	17.75	11.5	9.75	11.25
9.8	9.2	11.7	0	9.2	3.9	10.6	9.2	9.3
10.25	23.75	16.5	0	16.75	11.5	20	14.5	19.25

Spring
Break

in.

Week 15 Total	Week 16 Total	Total Hours to Date
14.05	9.5	157.3
24.25	10.5	192.92
40.25	9	194.75
9.2	9.7	124.9
22.75	18	226.75

ME 476C/486C TimeCards

Instructions:

1. Team Project Managers will upload this document on to a file sharing platform of
2. Each team member needs their own sheet within the document - rename the sheet
3. Alphabetize based on last name.
4. Every week each team member will complete their own timecard for the week, r
5. Project Managers will then review and compile the hours into the Team Semester
6. The project manager will then upload the Team Semester Summary to Bb Learn a
7. This document shared online allows all team members to see the work reported
8. Occasionally, the instructor may ask to see the spreadsheet for a particular week
9. Below are examples of a team member's Week 11 entry and the Team Semester

Example Time Card Entry:

Team Number: 19F00
 Team Name: Team Boaty McBoatFace
 Team Member: Sparrow, Jack

Week 11 Time		
Date	Day	Location(s) and Time(s)
30-Sep	Monday	Team meeting in room 108 (7-8pm), At home research (9-10pm)
1-Oct	Tuesday	Machine shop (6-8pm)
2-Oct	Wednesday	Arduino Club (4-5pm)
3-Oct	Thursday	Meeting with Clark (2-3pm)
4-Oct	Friday	0
5-Oct	Saturday	At home (9-10am)
6-Oct	Sunday	0

Example Team Semester Summary:

Team Number: 19F00

Team ID	Student Name	Week 6 Total
Team Boaty McBoatFace	Banner, Bruce	3
Team Boaty McBoatFace	Kent, Clark	4

Team Boaty McBoatFace	Sparrow, Jack	3
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f the team's choice (Google Docs is usually the default)
 eet with their full name.

eporting hours worked, where they worked, and what the contribution of the work was.
 r Summary sheet of the document.
 as a team assignment.
 by other members of the team throughout the semester.
 .
 Summary.

Card	
Activities & Contributions	Total Time (hours)
Assigned Action Items in Team meeting, did concept gen as a team; at home found three conference papers on how to analyze human factors issue	2
Experimented with aluminum and steel options for hub, got advice from shop manager	2
Got help with basic programming for sensors	1
evaluated concepts that we had created thus far, agreed to come up with subsystem ideas over the weekend	1
	0
sketched three new subsystem concepts for the rotor interface	1
	0
Weekly total	7

Week 7 Total	Week 8 Total	Week 9 Total	Week 10 Total	Week 11 Total
7	4	9	8	6
6	4	10	8	8

7	4	10	8	7
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Week 12 Total	Week 13 Total	Week 14 Total	Week 15 Total	Total Hours to Date
				37
				40

Team Number: [insert team number here]
 Team Name: Flying Squirrel
 Team Member: Jonathan Avila-Copado

Week 1 T		
Date	Day	Location(s) and Time(s)
13-Jan	Monday	
14-Jan	Tuesday	LRC 5:30pm-8:00pm
15-Jan	Wednesday	
16-Jan	Thursday	Home 1:30pm-2:00pm
17-Jan	Friday	
18-Jan	Saturday	
19-Jan	Sunday	

Week 2 T		
Date	Day	Location(s) and Time(s)
20-Jan	Monday	
21-Jan	Tuesday	
22-Jan	Wednesday	
23-Jan	Thursday	
24-Jan	Friday	
25-Jan	Saturday	Home 3:00pm-5:00pm
26-Jan	Sunday	Home 2:00pm-11:00pm

Week 3 T		
Date	Day	Location(s) and Time(s)
27-Jan	Monday	LRC 5:30pm-6:45pm
28-Jan	Tuesday	
29-Jan	Wednesday	
30-Jan	Thursday	Engineering 213 1:30-2:30PM
31-Jan	Friday	ROTC (1:30-3:30)pm
1-Feb	Saturday	home (12:00-3:00)Pm
2-Feb	Sunday	home (12:00-2:00)Pm

Week 4 T		
Date	Day	Location(s) and Time(s)
3-Feb	Monday	LRC and engineering building (5:30-8:30)pm
4-Feb	Tuesday	

5-Feb	Wednesday	
6-Feb	Thursday	
7-Feb	Friday	Home and Engineering building (10:00am-1:00pm)
8-Feb	Saturday	Home (7:00-10:00)pm
9-Feb	Sunday	Home (7:00-9:30)pm

Week 5 T		
Date	Day	Location(s) and Time(s)
10-Feb	Monday	LRC(4:30-7:45)pm
11-Feb	Tuesday	Home (9:30-10:00)am
12-Feb	Wednesday	
13-Feb	Thursday	
14-Feb	Friday	Home/EGR building 10:00am-1:20pm
15-Feb	Saturday	Home(5:00-7:00)pm
16-Feb	Sunday	

Week 6 T		
Date	Day	Location(s) and Time(s)
17-Feb	Monday	LRC(5:00-6:30)PM
18-Feb	Tuesday	
19-Feb	Wednesday	
20-Feb	Thursday	EGR building, Adel mathematics, home(12:00-4:00)pm
21-Feb	Friday	Home(3:00-4:00)pm
22-Feb	Saturday	Home(2:00-5:00)pm
23-Feb	Sunday	

Week 7 T		
Date	Day	Location(s) and Time(s)
24-Feb	Monday	
25-Feb	Tuesday	
26-Feb	Wednesday	
27-Feb	Thursday	
28-Feb	Friday	EGRbuilding (12:00-12:45)PM Home(5:00-11:00)PM
1-Mar	Saturday	
2-Mar	Sunday	Home(6:00-10:30)PM

Week 8 T		
Date	Day	Location(s) and Time(s)
3-Mar	Monday	Engineering building(11:30AM-3:00PM) LRC(4:00-8:00)PM
4-Mar	Tuesday	Home(9:30-10:00)AM
5-Mar	Wednesday	
6-Mar	Thursday	
7-Mar	Friday	
8-Mar	Saturday	Home(9:00PM-1:00AM)
9-Mar	Sunday	Home(9:30-12:00)PM

Week 9 T		
Date	Day	Location(s) and Time(s)
10-Mar	Monday	
11-Mar	Tuesday	
12-Mar	Wednesday	
13-Mar	Thursday	
14-Mar	Friday	
15-Mar	Saturday	
16-Mar	Sunday	

Week 10		
Date	Day	Location(s) and Time(s)
17-Mar	Monday	LRC(5:00-6:30)PM
18-Mar	Tuesday	
19-Mar	Wednesday	Home(10:00-11:00)AM
20-Mar	Thursday	EGR building(2:00-4:30) Home(7:00-8:00)PM
21-Mar	Friday	home(10:00-11:00)AM
22-Mar	Saturday	
23-Mar	Sunday	home(9:00-11:00)PM

Week 11		
Date	Day	Location(s) and Time(s)
24-Mar	Monday	LRC 5:00-6Pm
25-Mar	Tuesday	Stapples(5:30-6:30)Pm
26-Mar	Wednesday	home(10:00-12:00)Pm
27-Mar	Thursday	EGR building/Dub(2:00-4:30)Pm
28-Mar	Friday	

29-Mar	Saturday	
30-Mar	Sunday	Home(8:00-12:00)Pm

Week 12		
Date	Day	Location(s) and Time(s)
31-Mar	Monday	LRC(11:30AM-7:30PM)
1-Apr	Tuesday	Home(9:30-10:00) Dub(11:00AM-12:00Pm)-(2:30-3:30)PM
2-Apr	Wednesday	Dub(11:00AM-12:30Pm)-(2:00-3:30)PM
3-Apr	Thursday	Dub(10:00AM-12:00)Pm, EGR(2:00-3:30) Raising Cane's, 3:45-5pm
4-Apr	Friday	
5-Apr	Saturday	
6-Apr	Sunday	

Week 13		
Date	Day	Location(s) and Time(s)
7-Apr	Monday	LRC(5:00-5:45)PM
8-Apr	Tuesday	
9-Apr	Wednesday	
10-Apr	Thursday	EGR(2:00-3:00)PM
11-Apr	Friday	
12-Apr	Saturday	Home(11:00AM-3:00PM)
13-Apr	Sunday	

Week 14		
Date	Day	Location(s) and Time(s)
14-Apr	Monday	LRC(5:00-6:15)PM
15-Apr	Tuesday	
16-Apr	Wednesday	
17-Apr	Thursday	EGR(2:00-3:00)PM
18-Apr	Friday	Home (2:00-3:00)PM-(8:00-12:00)PM
19-Apr	Saturday	
20-Apr	Sunday	Home (6:00-10:00)PM

Week 15		
Date	Day	Location(s) and Time(s)

21-Apr	Monday	LCR(5:00-6:20)PM
22-Apr	Tuesday	
23-Apr	Wednesday	
24-Apr	Thursday	EGR(2:00-3:00)PM
25-Apr	Friday	Home(7:15-10:30)PM
26-Apr	Saturday	Home(10:00-12:30)AM
27-Apr	Sunday	Home(4:00-10:00)PM

Week 16		
Date	Day	Location(s) and Time(s)
28-Apr	Monday	LRC(2:00-3:00)PM LRC(4:00-8:00)PM
29-Apr	Tuesday	
30-Apr	Wednesday	
1-May	Thursday	EGR(2:00-4:00)PM
2-May	Friday	Home(12:00-2:30)PM
3-May	Saturday	
4-May	Sunday	

Notes:

1. Only list activities re
2. Consider quantity di
3. Be honest and accur
4. Do not delete previc
5. All cells must be wri

TimeCard	
Activities & Contributions	Total Time (hours)
Lecture	2.5
Homework 0 and 1	
	0.5
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
Homework 2 solidworks	2
Homework 2 solidworks, teammeetings and team charter	9
Weekly total	11

TimeCard	
Activities & Contributions	Total Time (hours)
Lecture	1.25
Client meeting	1
Client meeting	2
concept generation/ lit review	3
concept generation/ lit review	2
Weekly total	9.25

TimeCard	
Activities & Contributions	Total Time (hours)
team meeting and asme arduino workshop	3

Concept generation selction/ client meeting	3
Presentaion/ team meeting	3
Presentation/Math model	2.5
Weekly total	11.5

TimeCard	
Activities & Contributions	Total Time (hours)
Presentaion practice and In Class Presenting	3.25
Peer evals	0.5
Final round of concept generation and client meeting	3.25
Udemy	2
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Staff meeting	1.5
Concept gen/ client meeting	4
electronic reaseash	1
udemey practice	3
Weekly total	9.5

TimeCard	
Activities & Contributions	Total Time (hours)
Client meetings and HW3	6.75
working on the Presentation	4.5
Weekly total	11.25

TimeCard	
Activities & Contributions	Total Time (hours)
worked on the presntaion also asked Pete for feedback on the presentaion. Worked more the presentaion and presnted in class and gave peer reviews	7.5
Peer evals	0.5
worked on first Report	4
Worked on Report	2.5
Weekly total	14.5

TimeCard	
Activities & Contributions	Total Time (hours)
Weekly total	0

TimeCard	
Activities & Contributions	Total Time (hours)
Staff meeting	1.5
Sent emails about fundrasing to local Resturants	1
Client meeting, Anaylsis memo	3.5
filling out purchase request forms	1
HW4/ flyer discussion	2
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting	1
Flyer printing	1
Fyler editing	2
Cleint meeting	2.5

Presntaion/Exrdemo/homework 4calc	4
Weekly total	10.5

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation	8
Peer review Fundraiser promotion	2.5
Fundraiser promotion	3
Fundraiser promotion, client meeting Fundraiser	4.75
Weekly total	18.25

TimeCard	
Activities & Contributions	Total Time (hours)
team meeting	0.75
client meeting	1
Homework 4/leadscrew research	4
Weekly total	5.75

TimeCard	
Activities & Contributions	Total Time (hours)
staff meeting	1.25
client meeting	1
Report 2	5
Homework 4	4
Weekly total	11.25

TimeCard	
Activities & Contributions	Total Time (hours)

Staff Meeting	1.3
staff Meeting	1
Lead screw calcs	3.25
BOM	2.5
HW4 report	6
Weekly total	14.05

TimeCard	
Activities & Contributions	Total Time (hours)
Prototype	5
Client meeting	2
Project Management	2.5
Weekly total	9.5

ous weeks. If necessary, hide the rows later in the semester.

Team Number: [insert team number here]
 Team Name: Flying Squirrel
 Team Member: Ryan Donnellan

Week 1 T		
Date	Day	Location(s) and Time(s)
13-Jan	Monday	LRC 106A 5-7:30 P.M.
14-Jan	Tuesday	
15-Jan	Wednesday	
16-Jan	Thursday	My house 6:30-7 P.M.
17-Jan	Friday	
18-Jan	Saturday	
19-Jan	Sunday	

Week 2 T		
Date	Day	Location(s) and Time(s)
20-Jan	Monday	
21-Jan	Tuesday	
22-Jan	Wednesday	
23-Jan	Thursday	
24-Jan	Friday	
25-Jan	Saturday	My house 2:30-5PM; 9PM-12AM
26-Jan	Sunday	My house 1-3:40; 4:40-10:40PM

Week 3 T		
Date	Day	Location(s) and Time(s)
27-Jan	Monday	LRC 106A 5-6:45
28-Jan	Tuesday	
29-Jan	Wednesday	
30-Jan	Thursday	Engineering 213 1:45-2:30PM
31-Jan	Friday	ME Lab 1:45-3PM
1-Feb	Saturday	My house 6-9PM
2-Feb	Sunday	My house 1-4PM

Week 4 T		
Date	Day	Location(s) and Time(s)
3-Feb	Monday	LRC & EGR 101 5-8:45PM
4-Feb	Tuesday	
5-Feb	Wednesday	

6-Feb	Thursday	LRC 2-6PM
7-Feb	Friday	EGR BLDG 11:45-12:45
8-Feb	Saturday	My house 6-8:45PM
9-Feb	Sunday	My house 1:50-2:05; 7-9:30PM

Week 5 T		
Date	Day	Location(s) and Time(s)
10-Feb	Monday	LRC 11-12:30PM; 4-7:30PM
11-Feb	Tuesday	
12-Feb	Wednesday	
13-Feb	Thursday	My house 11-12AM
14-Feb	Friday	EGR BLDG 11:45-1PM
15-Feb	Saturday	My house 8:45 -10:30PM
16-Feb	Sunday	

Week 6 T		
Date	Day	Location(s) and Time(s)
17-Feb	Monday	LRC 4:30PM-6:30PM
18-Feb	Tuesday	My house 12-4PM
19-Feb	Wednesday	My house 6-10PM
20-Feb	Thursday	EGR BLDG 1:30-4:30
21-Feb	Friday	
22-Feb	Saturday	
23-Feb	Sunday	

Week 7 T		
Date	Day	Location(s) and Time(s)
24-Feb	Monday	
25-Feb	Tuesday	My house 12-9PM
26-Feb	Wednesday	EGR 2-2:30
27-Feb	Thursday	My house 12-1PM
28-Feb	Friday	EGR 11:30-12:45pm
1-Mar	Saturday	
2-Mar	Sunday	My house 12-3:15PM 8-10PM

Week 8 T		
Date	Day	Location(s) and Time(s)
3-Mar	Monday	EGR 11AM-12:30PM, LRC 4PM-7:45PM

4-Mar	Tuesday	
5-Mar	Wednesday	
6-Mar	Thursday	EGR 2:30-3:30PM
7-Mar	Friday	
8-Mar	Saturday	
9-Mar	Sunday	My house 4:30-11:30

Week 9		
Date	Day	Location(s) and Time(s)
10-Mar	Monday	
11-Mar	Tuesday	
12-Mar	Wednesday	
13-Mar	Thursday	
14-Mar	Friday	
15-Mar	Saturday	My house 2-8PM
16-Mar	Sunday	My house 1-4PM

Week 10		
Date	Day	Location(s) and Time(s)
17-Mar	Monday	EGR 2-2:30, LRC 5:10-6:40
18-Mar	Tuesday	
19-Mar	Wednesday	My house 10-11:30PM
20-Mar	Thursday	EGR 1-4PM, 7:15-7:45PM
21-Mar	Friday	
22-Mar	Saturday	My house 2-3:30
23-Mar	Sunday	My house 3:55-4:25PM

Week 11		
Date	Day	Location(s) and Time(s)
24-Mar	Monday	LRC 4:30-6PM
25-Mar	Tuesday	EGR 11-12PM, My house 7-8PM
26-Mar	Wednesday	My house 7-8:30PM
27-Mar	Thursday	My house 9-12PM, EGR 2:30-3:30PM
28-Mar	Friday	
29-Mar	Saturday	
30-Mar	Sunday	EGR 12-6:30PM

Week 12		
Date	Day	Location(s) and Time(s)
31-Mar	Monday	LRC 11:15AM-7:15PM
1-Apr	Tuesday	
2-Apr	Wednesday	My house 10:20-10:50PM
3-Apr	Thursday	EGR 2:30-4PM
4-Apr	Friday	
5-Apr	Saturday	
6-Apr	Sunday	

Week 13		
Date	Day	Location(s) and Time(s)
7-Apr	Monday	LRC 3:30-5:45PM
8-Apr	Tuesday	My house 7-9PM
9-Apr	Wednesday	
10-Apr	Thursday	EGR 11-4PM
11-Apr	Friday	
12-Apr	Saturday	
13-Apr	Sunday	

Week 14		
Date	Day	Location(s) and Time(s)
14-Apr	Monday	LRC 4:30-7PM
15-Apr	Tuesday	
16-Apr	Wednesday	My house 7-8PM
17-Apr	Thursday	EGR 12-3:30PM
18-Apr	Friday	My house 10:30-12:30PM, 6-10PM
19-Apr	Saturday	
20-Apr	Sunday	

Week 15		
Date	Day	Location(s) and Time(s)
21-Apr	Monday	LRC 5-7:15PM
22-Apr	Tuesday	My house/EGR 2-5PM
23-Apr	Wednesday	My house/EGR 4PM-1AM
24-Apr	Thursday	EGR 2:30-3:30PM, My house 6-10PM
25-Apr	Friday	1899 Ballroom Clear Creek 8-10AM
26-Apr	Saturday	

27-Apr	Sunday	Library 9-12AM
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Week 16		
Date	Day	Location(s) and Time(s)
28-Apr	Monday	Library 12-1:30AM,EGR 11AM-12:15PM, LRC 3:30PM-7:15
29-Apr	Tuesday	
30-Apr	Wednesday	
1-May	Thursday	EGR 2:30PM-4PM
2-May	Friday	My house 2PM-4:30PM
3-May	Saturday	
4-May	Sunday	

Notes:

1. Only list activities re
2. Consider quantity di
3. Be honest and accur
4. Do not delete previc
5. All cells must be wri

TimeCard	
Activities & Contributions	Total Time (hours)
Class	2.5
ME476C SP25 Project Sign-up Google Form	0.5
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
Solidworks Practice	5.5
Solidworks Practice and team charter/team meeting	8.67
Weekly total	14.17

TimeCard	
Activities & Contributions	Total Time (hours)
Class Lecture	1.25
Client Meeting	0.75
Client Meeting	1.25
Python Practice on Udemy	3
Python Practice on Udemy	3
Weekly total	9.25

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation and ASME Arduino Workshop	3.75

Presentation and Concept Generation	4
Concept Generation and Client Meeting	1
Presentation 1 and team meeting	2.75
Presentation 1	2.75
Weekly total	14.25

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation practice and presentation	5
Concept Generation	1
Client Meeting and Concept Generation	1.25
Python Practice on Udemy	1.75
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting/Staff meeting	2
Prototyping	4
Finishing prototype and learning arduino	4
Client/Team meeting	3
Weekly total	13

TimeCard	
Activities & Contributions	Total Time (hours)
Self-learning	9
Prof. Pete office hours	0.5
Adding feedback to self-learning	
Client Meeting	1.25
Presentation	5.25
Weekly total	16

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation 2 practice and presentation	5.25

Client Meeting	1
Report 1	7
Weekly total	13.25

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation 3, position vector code, getting materials project	6
Position vector code, presentation 3	3
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting, staff meeting	2
Position vector code	1.5
Team/Client meeting, Position vector code, Analysis Memo	3.5
New position vector code	1.5
New position vector code	0.5
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting	1.5
Meeting with Reza/Team meeting, Presentation 3	2
Presentation 3	1.5
Assembling Prototype, Client Meeting	4
Presentation 3	6.5
Weekly total	15.5

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation 3	8
Searching for motors	0.5
Client Meeting and going to Canes	1.5
Weekly total	10

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting	2.25
Finished my section of torque code and motor search	2
Team Meeting/Client Meeting	5
Weekly total	9.25

TimeCard	
Activities & Contributions	Total Time (hours)
Team/Staff meeting	2.5
Compiled a list of motors and batteries	1
Team/Client meeting	3.5
Report 2	6
Weekly total	13

TimeCard	
Activities & Contributions	Total Time (hours)
Team/Staff meeting	2.25
Prototype Demo 2	3
HW04, DAC Meeting, More motor selection	9
Client Meeting, HW04	5
UGRADS Presentation	2

Prototype Demo 2	3
Weekly total	24.25

TimeCard	
Activities & Contributions	Total Time (hours)
Prototyping/Prototype Demo 2	6.5
Client meeting	1.5
Project Management Assignment	2.5
Weekly total	10.5

ous weeks. If necessary, hide the rows later in the semester.

Team Number: [insert team number here]
Team Name: Flying Squirrel
Team Member: Justin Joy

Week 1 T		
Date	Day	Location(s) and Time(s)
13-Jan	Monday	LRC 5:30pm-8:00pm
14-Jan	Tuesday	
15-Jan	Wednesday	
16-Jan	Thursday	Home 4:00-4:30
17-Jan	Friday	
18-Jan	Saturday	
19-Jan	Sunday	

Week 2 T		
Date	Day	Location(s) and Time(s)
20-Jan	Monday	
21-Jan	Tuesday	
22-Jan	Wednesday	
23-Jan	Thursday	
24-Jan	Friday	
25-Jan	Saturday	Home 4:00pm-10:00pm
26-Jan	Sunday	Home 4:40pm-10:40pm

Week 3 T		
Date	Day	Location(s) and Time(s)
27-Jan	Monday	LRC 5:30pm-6:45pm
28-Jan	Tuesday	
29-Jan	Wednesday	
30-Jan	Thursday	Engineering 213 1:45-2:30PM
31-Jan	Friday	ME Lab 2:15-3:30PM
1-Feb	Saturday	Home 12PM-1:30PM, 5PM-8PM
2-Feb	Sunday	Home 9:45PM-11:15

Week 4 T		
Date	Day	Location(s) and Time(s)
3-Feb	Monday	LRC/EGR101 5PM-8:45PM
4-Feb	Tuesday	
5-Feb	Wednesday	
6-Feb	Thursday	LRC 2PM-6PM

7-Feb	Friday	EGR 12PM-12:45PM, Home 8PM-9:45PM
8-Feb	Saturday	Home 8:30PM-8:45PM
9-Feb	Sunday	Home 7:45PM-9:45PM

Week 5 T		
Date	Day	Location(s) and Time(s)
10-Feb	Monday	LRC 11 aM-12:30PM, 4PM-7:30PM
11-Feb	Tuesday	
12-Feb	Wednesday	
13-Feb	Thursday	Home 5:45PM-8PM
14-Feb	Friday	Home 10:30AM-11:30AM, EGR 12PM-12:45PM
15-Feb	Saturday	
16-Feb	Sunday	

Week 6 T		
Date	Day	Location(s) and Time(s)
17-Feb	Monday	LRC 4:30PM-6:30PM
18-Feb	Tuesday	
19-Feb	Wednesday	
20-Feb	Thursday	ENG 1:30PM-4:30PM
21-Feb	Friday	Home 11:00AM-12:00PM
22-Feb	Saturday	Home 9:00AM-11:00AM
23-Feb	Sunday	Home 9:00AM-10:00AM

Week 7 T		
Date	Day	Location(s) and Time(s)
24-Feb	Monday	LRC 3:45PM-6:45PM
25-Feb	Tuesday	
26-Feb	Wednesday	
27-Feb	Thursday	
28-Feb	Friday	EGR 11:30AM-12:45PM 2:30PM-7:15PM
1-Mar	Saturday	
2-Mar	Sunday	Home 11AM-3:15PM 7:45PM-10:15PM

Week 8 T		
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Date	Day	Location(s) and Time(s)
3-Mar	Monday	EGR 11AM-12:30PM, LRC 4PM-7:45PM
4-Mar	Tuesday	
5-Mar	Wednesday	
6-Mar	Thursday	EGR 2:30PM-3:30PM
7-Mar	Friday	
8-Mar	Saturday	
9-Mar	Sunday	Home 4:30PM-12:00AM

Week 9		
Date	Day	Location(s) and Time(s)
10-Mar	Monday	EGR 11AM-12PM, LRC 4:00PM-6:45PM
11-Mar	Tuesday	
12-Mar	Wednesday	
13-Mar	Thursday	EGR 2:30PM-3:30PM
14-Mar	Friday	
15-Mar	Saturday	
16-Mar	Sunday	EGR 12PM-6:30PM, Home 9PM-12AM

Week 10		
Date	Day	Location(s) and Time(s)
17-Mar	Monday	LRC 1:30PM-2:00PM, 4PM-6:45PM
18-Mar	Tuesday	
19-Mar	Wednesday	EGR 1:30PM-2:00PM
20-Mar	Thursday	Home 2:30PM-3:15PM, 6:30PM-8PM
21-Mar	Friday	Home 11:30AM-12:30PM, 5PM-6PM, 8:30PM-9PM
22-Mar	Saturday	
23-Mar	Sunday	

Week 11		
Date	Day	Location(s) and Time(s)
24-Mar	Monday	EGR 11AM-12PM, LRC 4:00PM-6:00PM
25-Mar	Tuesday	
26-Mar	Wednesday	EGR 3:45PM-8:00PM
27-Mar	Thursday	EGR 2:30PM-3:30PM

28-Mar	Friday	
29-Mar	Saturday	
30-Mar	Sunday	EGR 12PM-6:30PM, Home 9PM-12AM

Week 12		
Date	Day	Location(s) and Time(s)
31-Mar	Monday	LRC 11:15AM-7:15PM
1-Apr	Tuesday	
2-Apr	Wednesday	
3-Apr	Thursday	EGR 12PM-3:30PM
4-Apr	Friday	
5-Apr	Saturday	
6-Apr	Sunday	

Week 13		
Date	Day	Location(s) and Time(s)
7-Apr	Monday	LRC 3:30PM-5:45PM
8-Apr	Tuesday	
9-Apr	Wednesday	
10-Apr	Thursday	EGR 11AM-6:30PM
11-Apr	Friday	
12-Apr	Saturday	
13-Apr	Sunday	

Week 14		
Date	Day	Location(s) and Time(s)
14-Apr	Monday	LRC 3:30PM-7PM
15-Apr	Tuesday	
16-Apr	Wednesday	
17-Apr	Thursday	EGR 2PM-6:30PM
18-Apr	Friday	EGR 11:30AM-12:15PM Home 9:15PM-11:45PM
19-Apr	Saturday	
20-Apr	Sunday	

Week 15		
Date	Day	Location(s) and Time(s)

21-Apr	Monday	EGR 11AM-12PM, LRC3:30PM-7:15PM
22-Apr	Tuesday	Home 9AM-3:30PM 5:30PM-8PM
23-Apr	Wednesday	EGR 3PM-5:30PM 6:30PM-8:30PM
24-Apr	Thursday	Home 9AM-11AM EGR 2:30PM-3:30PM
25-Apr	Friday	Drury Inn/High Country Conf Center8:30AM-9:30AM
26-Apr	Saturday	EGR 8:30AM-8:30PM
27-Apr	Sunday	Home 10:30AM-4.30PM

Week 16		
Date	Day	Location(s) and Time(s)
28-Apr	Monday	EGR 11AM-12:15PM LRC 3:30PM-7:15
29-Apr	Tuesday	
30-Apr	Wednesday	
1-May	Thursday	EGR 2:30PM-4PM
2-May	Friday	Home 2PM-4:30PM
3-May	Saturday	
4-May	Sunday	

Notes:

1. Only list activities re
2. Consider quantity di
3. Be honest and accur
4. Do not delete previc
5. All cells must be wri

TimeCard	
Activities & Contributions	Total Time (hours)
Lecture	2.5
HW01 Project Signup	0.5
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
HW02 Solidworks Review	6
HW02, Team Charter/Team meetings	8
Weekly total	14

TimeCard	
Activities & Contributions	Total Time (hours)
Lecture	1.25
Client Meeting	0.75
Client Meeting	1.25
SOTA, Concept Generation, and Solidworks	4.5
Python and Pycharm downlowd, tutorial	1.5
Weekly total	9.25

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting/Arduino workshop ASME	3.75
Presentation/Concept generation	4

Client Meeting /Presentation	2.5
Team meeting	0.25
Presentation/Team meeting	2
Weekly total	12.5

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation, Lecture Presentation	5
Concept Generation	2.25
Concept Generation, Client Meeting	1.75
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting/Staff meeting	2
Team meeting/Client meeting	3
Self learning/Concept prototype testing	1
Self learning/Concept prototype testing	2
Self learning	1
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting	3
Client Meeting/Individual learning assignment	6
Presentation 2	6.75
Weekly total	15.75

TimeCard	
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Activities & Contributions	Total Time (hours)
Presentation 2, Lecture	5.25
Client Meeting/Individual learning assignment	1
Report 1	7.5
Weekly total	13.75

TimeCard	
Activities & Contributions	Total Time (hours)
CAD prototype, Team meeting	
Client meeting	
Team meeting, presentation	
Weekly total	0

TimeCard	
Activities & Contributions	Total Time (hours)
Staff meeting/team meeting	3.25
Team meeting	1
Client meeting/Analysis Memo	2.25
CAD modelling	2.5
Weekly total	9

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting	3
CAD modelling	4.25
Client meeting	1

Team meeting, presentation	9.5
Weekly total	17.75

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation	8
Team meeting/Client meeting	3.5
Weekly total	11.5

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting	2.25
Team meeting/Client meeting, Motor research, CAD modeling.	7.5
Weekly total	9.75

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting/Staff meeting	3.5
Client meeting/CAD modelling	4.5
Report #2	3.25
Weekly total	11.25

TimeCard	
Activities & Contributions	Total Time (hours)

Prototype Modelling/Team Meeting/Staff Meeting	4.75
Final CAD Model	9
Final CAD Model/ DAC Meeting	4.5
Final CAD Model/ Client Meeting	3
Ugrads	1
Final CAD Model/ CAD Drawings	12
HW4/Ugrads	6
Weekly total	40.25

TimeCard	
Activities & Contributions	Total Time (hours)
Prototyping/Prototype Demo	5
Client meeting	1.5
Project Management Assignment	2.5
Weekly total	9

ous weeks. If necessary, hide the rows later in the semester.

Team Number: [insert team number here]
 Team Name: Flying Squirrel Team
 Team Member: Owen Kehl

Week 1 T		
Date	Day	Location(s) and Time(s)
13-Jan	Monday	Resource Center 106A, 5:30-8:00
14-Jan	Tuesday	
15-Jan	Wednesday	
16-Jan	Thursday	
17-Jan	Friday	
18-Jan	Saturday	
19-Jan	Sunday	

Week 2 T		
Date	Day	Location(s) and Time(s)
20-Jan	Monday	
21-Jan	Tuesday	
22-Jan	Wednesday	
23-Jan	Thursday	
24-Jan	Friday	
25-Jan	Saturday	
26-Jan	Sunday	Home, 1:00-2:00, 6:00-11:00

Week 3 T		
Date	Day	Location(s) and Time(s)
27-Jan	Monday	Resource Center 106A, 5:30-6:45
28-Jan	Tuesday	
29-Jan	Wednesday	Library, 2:30-5:18
30-Jan	Thursday	EGR 213, 1:45-2:30
31-Jan	Friday	ME Lab, 2:30-2:55
1-Feb	Saturday	Home, 1:00-3:00
2-Feb	Sunday	Home, 7:00-9:00

Week 4 T		
Date	Day	Location(s) and Time(s)
3-Feb	Monday	5-7 LRC 7-8:30 EGR 101
4-Feb	Tuesday	
5-Feb	Wednesday	
6-Feb	Thursday	

7-Feb	Friday	10-11:12 Library 12:30-1:12 EGR
8-Feb	Saturday	7-8:12 Home
9-Feb	Sunday	7-11 Home

Week 5 1		
Date	Day	Location(s) and Time(s)
10-Feb	Monday	10-11 Library, 5:09-7:30 LRC
11-Feb	Tuesday	
12-Feb	Wednesday	
13-Feb	Thursday	
14-Feb	Friday	12-1 EGR
15-Feb	Saturday	
16-Feb	Sunday	

Week 6 1		
Date	Day	Location(s) and Time(s)
17-Feb	Monday	5:30-6:15 LRC
18-Feb	Tuesday	
19-Feb	Wednesday	
20-Feb	Thursday	2:30-3:30 EGR
21-Feb	Friday	
22-Feb	Saturday	
23-Feb	Sunday	2-10:06

Week 7 1		
Date	Day	Location(s) and Time(s)
24-Feb	Monday	5-6:45 LRC
25-Feb	Tuesday	
26-Feb	Wednesday	
27-Feb	Thursday	1-2 WAFCB
28-Feb	Friday	12-12:30 EGR
1-Mar	Saturday	
2-Mar	Sunday	12-4, 6-8 home

Week 8 1		
Date	Day	Location(s) and Time(s)
3-Mar	Monday	9-11 home, 4-5:30, 5:30-7:45 LRC
4-Mar	Tuesday	
5-Mar	Wednesday	

6-Mar	Thursday	
7-Mar	Friday	
8-Mar	Saturday	
9-Mar	Sunday	3-6:18, 8-10, 11-11:45 Home

Week 9		
Date	Day	Location(s) and Time(s)
10-Mar	Monday	
11-Mar	Tuesday	
12-Mar	Wednesday	
13-Mar	Thursday	
14-Mar	Friday	
15-Mar	Saturday	
16-Mar	Sunday	

Week 10		
Date	Day	Location(s) and Time(s)
17-Mar	Monday	5-6:45 LRC
18-Mar	Tuesday	
19-Mar	Wednesday	
20-Mar	Thursday	12-3:45 EGR, 9-9:18 home
21-Mar	Friday	
22-Mar	Saturday	
23-Mar	Sunday	7-10:30 home

Week 11		
Date	Day	Location(s) and Time(s)
24-Mar	Monday	5-6:36, LRC
25-Mar	Tuesday	
26-Mar	Wednesday	
27-Mar	Thursday	1:10-3:32, EGR
28-Mar	Friday	
29-Mar	Saturday	
30-Mar	Sunday	

Week 12		
Date	Day	Location(s) and Time(s)
31-Mar	Monday	10:40-2, 2:45-7:15, LRC
1-Apr	Tuesday	

2-Apr	Wednesday	
3-Apr	Thursday	12:30-3:20 EGR
4-Apr	Friday	
5-Apr	Saturday	
6-Apr	Sunday	

Week 13		
Date	Day	Location(s) and Time(s)
7-Apr	Monday	4-5:42 LRC
8-Apr	Tuesday	
9-Apr	Wednesday	
10-Apr	Thursday	2:30-3 EGR
11-Apr	Friday	
12-Apr	Saturday	2-4 Home
13-Apr	Sunday	10-12, 2-5 Home

Week 14		
Date	Day	Location(s) and Time(s)
14-Apr	Monday	5:30-6:20 LRC
15-Apr	Tuesday	
16-Apr	Wednesday	
17-Apr	Thursday	2:30-3 EGR
18-Apr	Friday	
19-Apr	Saturday	10-2, 4-6 Home
20-Apr	Sunday	1-3 Home

Week 15		
Date	Day	Location(s) and Time(s)
21-Apr	Monday	5:30-7:15 LRC
22-Apr	Tuesday	
23-Apr	Wednesday	
24-Apr	Thursday	2:30-3 EGR
25-Apr	Friday	
26-Apr	Saturday	12-2, 4-6 Home
27-Apr	Sunday	1-4 Home

Week 16		
Date	Day	Location(s) and Time(s)
28-Apr	Monday	3-7:15 LRC

29-Apr	Tuesday	
30-Apr	Wednesday	
1-May	Thursday	2:30-3 EGR
2-May	Friday	4-4:30, 8-9 Home
3-May	Saturday	2-3:30, 6-8 Home
4-May	Sunday	

Notes:

1. Only list activities re
2. Consider quantity d
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5. All cells must be wri

TimeCard	
Activities & Contributions	Total Time (hours)
Initial class meeting	2.5
Project selection form	0.2
Weekly total	2.7

TimeCard	
Activities & Contributions	Total Time (hours)
Team Charter Formation, Solidworks Review	7
Weekly total	7

TimeCard	
Activities & Contributions	Total Time (hours)
	1.2
Solidworks Review	2.8
First meeting with client	0.7
Discussion with client	0.4
Literature Research	2
Subject Matter Research	2
Weekly total	9.1

TimeCard	
Activities & Contributions	Total Time (hours)
Work on gantt chart and arduino workshop	2.5

Concept generation and client meeting	1.9
Presentation Discussion	1.2
Presentation Work	4
Weekly total	9.6

TimeCard	
Activities & Contributions	Total Time (hours)
Work and practice on presentation, class hours	3.7
Client meeting and discussion	1
Weekly total	4.7

TimeCard	
Activities & Contributions	Total Time (hours)
Staff Meeting	0.7
Client meeting and team discussion	1
Self-learning and presentation work	8.1
Weekly total	9.8

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting	1.7
Component Research	1
Client Meeting	0.5
Individual Learning, Presentation	6
Weekly total	9.2

TimeCard	
Activities & Contributions	Total Time (hours)
Presentation work and delivery	5.7

Report 1 Work	6
Weekly total	11.7

TimeCard	
Activities & Contributions	Total Time (hours)
Weekly total	0

TimeCard	
Activities & Contributions	Total Time (hours)
Meeting with Team members and Staff Meeting	1.7
Client and team meeting, work on analysis memo	4
Work on fundraiser flyer	3.5
Weekly total	9.2

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting	1.6
Client and team meeting	2.3
Weekly total	3.9

TimeCard	
Activities & Contributions	Total Time (hours)
Work on presentation and class time	7.8

Calculations and client meeting	2.8
Weekly total	10.6

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting	1.7
Client Meeting	0.5
Work on Report 2	2
Report 2	5
Weekly total	9.2

TimeCard	
Activities & Contributions	Total Time (hours)
Staff Meeting	0.8
Client Meeting	0.5
Individual Analysis	6
Individual Analysis	2
Weekly total	9.3

TimeCard	
Activities & Contributions	Total Time (hours)
Team and Staff Meeting	1.7
Client Meeting	0.5
CAD Practice	4
Individual Research	3
Weekly total	9.2

TimeCard	
Activities & Contributions	Total Time (hours)
Work on Prototype Demo	4.2

Client Meeting	0.5
Gantt Chart and Project Management	1.5
Individual Research	3.5
Weekly total	9.7

ous weeks. If necessary, hide the rows later in the semester.

Team Number: [insert team number here]
 Team Name: Flying Squirrel
 Team Member: Joseph Mathews

Week 1		
Date	Day	Location(s) and Time(s)
13-Jan	Monday	LRC (Rm 106A)- 5:30-8pm, ME476C
14-Jan	Tuesday	
15-Jan	Wednesday	At home research, 10:30-11pm
16-Jan	Thursday	
17-Jan	Friday	
18-Jan	Saturday	
19-Jan	Sunday	

Week 2		
Date	Day	Location(s) and Time(s)
20-Jan	Monday	
21-Jan	Tuesday	
22-Jan	Wednesday	
23-Jan	Thursday	
24-Jan	Friday	Engineering Bldg (Rm 204)
25-Jan	Saturday	Cline Library , 6:15-10:45pm
26-Jan	Sunday	Working on team charter, team meeting (Teams Meeting), 4:40-10:40pm

Week 3		
Date	Day	Location(s) and Time(s)
27-Jan	Monday	LRC (Rm 106A)- 5:30-8pm, ME476C
28-Jan	Tuesday	
29-Jan	Wednesday	Engineering Bldg (Atrium), 11:15am-12:45pm; At home research, 5:30-7:45
30-Jan	Thursday	Client meeting (Reza's office), 1:45-2:30pm

31-Jan	Friday	Reza's Robotics Lab , 2:30-4pm
1-Feb	Saturday	At home research, 12-3:15pm
2-Feb	Sunday	

Week 4 T		
Date	Day	Location(s) and Time(s)
3-Feb	Monday	LRC (Sitting area)- 5:15pm-7pm; Engineering Bldg (Rm 101), 7pm-8:45pm
4-Feb	Tuesday	
5-Feb	Wednesday	Engineering Bldg (Atruim), 3:15-4pm
6-Feb	Thursday	At home , 4:45-5:30pm; 8-11:15pm
7-Feb	Friday	Engineering Bldg (Study Room), 12-12:30pm
8-Feb	Saturday	At home , 6:45-8:45pm
9-Feb	Sunday	At home (Teams Meeting), 5-11pm

Week 5 T		
Date	Day	Location(s) and Time(s)
10-Feb	Monday	LRC (Sitting area)- 11:15am-12pm; 5-5:15pm; LRC (Rm 106A)- 5:30-7:30pm, ME476C
11-Feb	Tuesday	
12-Feb	Wednesday	
13-Feb	Thursday	At home , 2-3pm; 7-11:15pm
14-Feb	Friday	Engineering Bldg (Study Room), 12-1pm
15-Feb	Saturday	Student Union , 3-6:30pm
16-Feb	Sunday	At home , 11:30-11:45pm

Week 6 T		
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Date	Day	Location(s) and Time(s)
17-Feb	Monday	Engineering Bldg (Rm 218)/ LRC (Sitting area)- 3:30-5:30pm; LRC (Rm 106A)- 5:30-6:15pm
18-Feb	Tuesday	
19-Feb	Wednesday	Engineering Bldg (Atrium), 2-2:15pm; 3-4pm
20-Feb	Thursday	Engineering Bldg (Study Room; Atrium), 2:30-4:15pm; 5:15-7:30pm
21-Feb	Friday	Engineering Bldg (Atrium), 1-1:45pm
22-Feb	Saturday	
23-Feb	Sunday	Restaurant for lunch , 12-2:45pm

Week 7 1		
Date	Day	Location(s) and Time(s)
24-Feb	Monday	LRC (Sitting Area)- 5:30-7:15pm
25-Feb	Tuesday	
26-Feb	Wednesday	Engineering Bldg (Atrium), 11:15am-12:15pm
27-Feb	Thursday	Engineering Bldg (Atrium; Study Room), 11am-3:30pm; 4:30-5:30pm; At home , 8:30pm-12:45am
28-Feb	Friday	Engineering Bldg (Study Room), 11:30am-12pm; 12-12:45pm; At home , 3:45-8:15pm; 8:15-9:45pm
1-Mar	Saturday	
2-Mar	Sunday	At home (Teams Meeting), 12:30-2pm; 7:30-10pm

Week 8 1		
Date	Day	Location(s) and Time(s)

3-Mar	Monday	LRC (Sitting Area)- 11am-12:30pm; 3:45-4pm; 4:30-5:50pm; LRC (Rm 106A)- 5:30-7:45pm
4-Mar	Tuesday	
5-Mar	Wednesday	
6-Mar	Thursday	Engineering Bldg (Conference Room; 2nd Floor Sitting Area), 2-3pm; 4-9:45pm
7-Mar	Friday	
8-Mar	Saturday	
9-Mar	Sunday	At home (Teams Meeting), 7-11:45pm

Week 9 T		
Date	Day	Location(s) and Time(s)
10-Mar	Monday	
11-Mar	Tuesday	
12-Mar	Wednesday	
13-Mar	Thursday	
14-Mar	Friday	
15-Mar	Saturday	
16-Mar	Sunday	

Week 10		
Date	Day	Location(s) and Time(s)
17-Mar	Monday	LRC (Sitting Area; Rm 106A)- 4:45-5:15pm; 5:15-6:15pm
18-Mar	Tuesday	Engineering Bldg (Study Room), 1:45-5:45pm
19-Mar	Wednesday	Engineering Bldg (Atrium), 3-3:45pm; At home , 7:30pm-1:15am
20-Mar	Thursday	Engineering Bldg (Study Room/Conference Room; Rm 120), 1:30-4pm; 5:30-6pm; At home , 10:30-11pm
21-Mar	Friday	
22-Mar	Saturday	Student Union , 4:45-6pm
23-Mar	Sunday	

Week 11		
Date	Day	Location(s) and Time(s)

24-Mar	Monday	Engineering Bldg (Capstone Room), 11am-12:45pm; Engineering Bldg (Capstone Room), 3:30-4pm; LRC (Sitting Area)- 5-6:45pm
25-Mar	Tuesday	Engineering Bldg (Second floor sitting area), 11:45am-12:15pm
26-Mar	Wednesday	Engineering Bldg (Internet Cafe), 5:45-7:45pm
27-Mar	Thursday	Engineering Bldg (Study Room), 12-2:30pm; Engineering Bldg (Conference room), 2:30-3:30
28-Mar	Friday	
29-Mar	Saturday	
30-Mar	Sunday	At Home , 10-11:30pm

Week 12		
Date	Day	Location(s) and Time(s)
31-Mar	Monday	LRC (Sitting Area)- 11am-4pm; 5:15-5:30pm; LRC (Rm 106A)- 5:30-7:15pm
1-Apr	Tuesday	Student Union , 2-3:30pm; At Home , 11-11:45pm
2-Apr	Wednesday	At Home , 9pm-2:30am
3-Apr	Thursday	At Home/Engineering Bldg (Study Room), 12:45-2:30pm; Engineering Bldg (Conference Room), 2:30-3:30pm; Raising Cane's , 3:45-5pm
4-Apr	Friday	At Home , 1:30-3:15pm
5-Apr	Saturday	
6-Apr	Sunday	

Week 13		
Date	Day	Location(s) and Time(s)
7-Apr	Monday	LRC (Sitting Area)- 4:45-5:30pm
8-Apr	Tuesday	At Home , 1-2:30pm
9-Apr	Wednesday	Engineering Bldg , 11:15am-12:45pm; At Home , 10pm-3am

10-Apr	Thursday	Engineering Bldg (Study Room/Capstone Room), 12:45-2:30pm; Engineering Bldg (Conference Room), 2:30-3pm; Engineering Bldg (Internet Cafe), 3-6:30pm
11-Apr	Friday	
12-Apr	Saturday	
13-Apr	Sunday	

Week 14		
Date	Day	Location(s) and Time(s)
14-Apr	Monday	Engineering Bldg (Atrium), 11:45am-12:15pm; LRC (Sitting Area)- 4:30-6:30pm
15-Apr	Tuesday	
16-Apr	Wednesday	Engineering Bldg (Atrium), 11:45am-12:15pm; 2-2:15pm; 4:30-8:30pm
17-Apr	Thursday	Engineering Bldg (Capstone Room), 12-2:30pm; (Conference Room), 2:30-3pm; (Internet Cafe), 3:30-6pm
18-Apr	Friday	Engineering Bldg (Capstone Room), 11:30am-12:15pm; At Home (Teams Meeting), 8-11:45pm
19-Apr	Saturday	
20-Apr	Sunday	Restaraunt , 12-2pm

Week 15		
Date	Day	Location(s) and Time(s)
21-Apr	Monday	LRC (Sitting area)- 5:15-6:45pm; LRC (Room 106A), 6:45-7:15
22-Apr	Tuesday	
23-Apr	Wednesday	
24-Apr	Thursday	Engineering Bldg (Study Room), 2:15-2:30pm; Engineering Bldg (Conference Room), 2:30-3:15pm

25-Apr	Friday	High Country Conference Center/1899 , 2:30-3:30pm; At home , 8:30-9pm
26-Apr	Saturday	Engineering Bldg (Internet Cafe), 1-8:30pm
27-Apr	Sunday	Cline Library , 2:30pm-1:15am

Week 16		
Date	Day	Location(s) and Time(s)
28-Apr	Monday	Engineering Bldg (Internet Cafe), 11:15am-1:30pm; LRC (Sitting Area)- 2:15-5:30pm; LRC (Rm106A)- 5:30-7:15pm
29-Apr	Tuesday	
30-Apr	Wednesday	
1-May	Thursday	Engineering Bldg (Conference Room), 2:30-4pm
2-May	Friday	Engineering Bldg (Atrium), 3:15-5pm; 7:15-7:45pm
3-May	Saturday	
4-May	Sunday	Engineering Bldg (Internet Cafe), 2:30-10:30pm

Notes:

1. Only list activities re
2. Consider quantity di
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4. Do not delete previc
5. All cells must be wri

TimeCard	
Activities & Contributions	Total Time (hours)
Reviewed syllabus, assignments, class timeline, and expectations for the project and assignments. Viewed available projects and their general overview and goals.	2.5
Quick review of projects and completion of project selection form	0.5
Weekly total	3

TimeCard	
Activities & Contributions	Total Time (hours)
Discussing capstone project and other certifications and opportunities with Carson Pete	0.75
Working on SolidWorks Review Homework assignment	4.5
Working with team to complete team charter and discuss our project	6
Weekly total	11.25

TimeCard	
Activities & Contributions	Total Time (hours)
ME476C class, completing time card with team	1.25
Brief discussion about project with some team members; Starting research for project by researching similar products or systems	2.75
First client meeting, discussed expectations and project details	0.75

Met client at his lab, examined the previous Hamster project and talked to the grad student who was working on it at the time. Met with team after to discuss possible ideas	1.5
Further research to start concept generation	3.25
Weekly total	9.5

TimeCard

Activities & Contributions	Total Time (hours)
Meeting with group, working on presentation 1, Gantt chart, SOTA, and concept generation; attending the ASME Arduino workshop	3.5
Beginning Concept Generation	0.75
Continuing Concept Generation; Research for sources and finalizing concept generation	4
Client Meeting	0.5
Met with team online, working on research and presentation	2
Finalizing sources research, presentation, and calculations for mathematical modelling; Met with team online during this time	6
Weekly total	16.75

TimeCard

Activities & Contributions	Total Time (hours)
Practicing presentation with team; Giving presentation and watching the other groups present and providing feedback	3
Second round of concept generation	5.25
Third Client meeting followed by team meeting	1
Creating rough 3D model of the team's agreed upon iteration 1 concept on solidworks in preparation of first staff meeting and fourth client meeting.	3.5
Filling out extra credit assignment	0.25
Weekly total	13

TimeCard

Activities & Contributions	Total Time (hours)
Creating PDF with pictures and diagrams of the model to present; First staff meeting	2.75
Consulting with a 486 group's web developer to get started on our website; Starting to learn about programming in HTML and getting the website started	1.25
Fourth client meeting followed by team meeting; learning HTML/continuing working on website	2.75
continuing learning HTML/working on website	0.75
Consulting with a former stroke patient care provider to discuss design aspects that would best help recovering stroke victims use the robot effectively and easily	2.75
Weekly total	10.25

TimeCard	
Activities & Contributions	Total Time (hours)
Meeting with group, discussing plan for the week, conducted first experiment for anchor methods, showed them my progress with our website	1.75
Working on Website	1
Completing torque calculations for motors, researching encoder motors, and meeting with group; Working on Self Learning Assignment; Working on Self Learning Assignment	9.75
Team Meeting before client meeting; Client meeting; Finishing Self Learning Assignment Udemy Course; Self Learning Assignment Memo	7.25
Working with team on presentation	4
Weekly total	23.75

TimeCard	
Activities & Contributions	Total Time (hours)

Working on presentation with group (first three time sets); Presenting to class and providing feedback to other groups	5
Team and Client meetings; Working on website	6.75
Working with team on report 1	4.75
Weekly total	16.5

TimeCard	
Activities & Contributions	Total Time (hours)
Weekly total	0

Our group is counting this week as

TimeCard	
Activities & Contributions	Total Time (hours)
Meeting with group; team meeting	1.5
Refining CAD Model	4
Refining CAD Model (For both time slots)	6.5
Team and Client meetings; Arduino Workshop; Analysis Memo	3.5
Working on MATLAB	1.25
Weekly total	16.75

TimeCard	
Activities & Contributions	Total Time (hours)

Working on next design iteration CAD model (x2); Meeting with team	4
Discussing project and client feedback with Ryan and discussing plan for completing analysis and presentation	0.5
Working on updated CAD model	2
Research and design work; Client meeting	3.5
Presentation 3 work and working on vector analysis code	1.5
Weekly total	11.5

TimeCard	
Activities & Contributions	Total Time (hours)
Calculations and Presentation 3 work; Preparing for presentation; Presenting and giving feedback to other teams	6.5
Working on vector analysis code; Peer reviews	2.25
Working on vector analysis code	5.5
Working on vector analysis code; Client Meeting, Fundraiser	4
Working on vector analysis code	1.75
Weekly total	20

TimeCard	
Activities & Contributions	Total Time (hours)
Team Meeting	0.75
Vector Analysis Code	1.5
Vector Analysis Code (Both Times)	6.5

Vector Analysis Code; Client Meeting; CAD work	5.75
Weekly total	14.5

TimeCard	
Activities & Contributions	Total Time (hours)
Reviewing torque results; Team meetings and Staff meeting	2.5
Website Work (All 3 time slots)	4.75
Website Work and motor research; Client Meeting; CAD assistance and website work	5.5
Website Work; Working on report 2	4.5
Meeting with former stroke patient caretaker to discuss the project and discuss potential donations	2
Weekly total	19.25

TimeCard	
Activities & Contributions	Total Time (hours)
Team meeting; Staff meeting	2
Researching components for project with team; Client meeting	1

Attending the undergrad symposium for the extra credit assignment and to learn about what is needed for the final presentations we will need to do, as well as how to improve our presentations; Filling out the extra credit assignment, summarizing the main points I was looking out for	1.5
Working on engineering drawings for final CAD model and prototype	7.5
Working on prototype and analysis report	10.75
Weekly total	22.75

TimeCard	
Activities & Contributions	Total Time (hours)
Working on prototype and diagnosing issues; Working on Prototype Demo 2 presentation; Prototype 2 demonstrations	6.25
Client Meeting/Team Meeting	1.5
Project Management Report; Website work	2.25
Finishing website for this semester	8
Weekly total	18

ous weeks. If necessary, hide the rows later in the semester.

