



LEVEL II CHECKLIST

MIDTERM REPORT - SEMESTER I TEAM

FALL 2005

[PLEASE COMPLETE ELECTRONICALLY]

INST Rice University	TEAM NAME High Performance Ninjas (HPN)
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This Level II Checklist is completed by Semester-I teams and submitted with the Midterm Report.

LEVEL II REQUIREMENT CHECKLIST FOR MIDTERM - SEMESTER I TEAMS DEADLINE OCTOBER 17 TH	
The Midterm Report submitted . . .	Completed / Date / Notes
<ul style="list-style-type: none"> ▪ Follows the midterm proposal writing guidelines <ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Typed, doubled spaced, max 20 pages - <input checked="" type="checkbox"/> Avoids writing in first-person - <input checked="" type="checkbox"/> Spell-Checked - <input checked="" type="checkbox"/> Grammar / punctuation checked - <input checked="" type="checkbox"/> Incorporates reviewer feedback 	<input checked="" type="checkbox"/> 10/17/2005
<ul style="list-style-type: none"> ▪ Includes the following proposal sections: <ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Cover Page - <input checked="" type="checkbox"/> Table of Contents - <input checked="" type="checkbox"/> List of Figures - <input checked="" type="checkbox"/> Abstract or Introduction - <input checked="" type="checkbox"/> Sponsor / Research Group Identification - <input checked="" type="checkbox"/> Collaborative Efforts - <input checked="" type="checkbox"/> Team Identification / Members Profile - <input checked="" type="checkbox"/> Topic Background Information - <input checked="" type="checkbox"/> Design Objective - <input checked="" type="checkbox"/> Quantified Customer/Project Requirements & Restraints - <input checked="" type="checkbox"/> Design Plan /Methodology - <input checked="" type="checkbox"/> Several Concept Variants / Graphics - <input checked="" type="checkbox"/> Concept Evaluation and Selection - <input checked="" type="checkbox"/> Project Timeline and Budget Plan - <input checked="" type="checkbox"/> Conclusion - <input checked="" type="checkbox"/> Reference / Bibliography 	<input checked="" type="checkbox"/> 10/17/2005
<ul style="list-style-type: none"> ▪ Appendices attached include: <ul style="list-style-type: none"> - <input type="checkbox"/> Option Area Reports <input type="checkbox"/>I <input type="checkbox"/>II <input type="checkbox"/>III <input type="checkbox"/>IV - <input checked="" type="checkbox"/> Midterm Budget Report - <input type="checkbox"/> Team Trip Report for required Field Experience - <input checked="" type="checkbox"/> Team Patch with description - <input checked="" type="checkbox"/> Pugh Chart - <input type="checkbox"/> Other 	<input checked="" type="checkbox"/> 10/17/2005
<ul style="list-style-type: none"> ▪ Draft Power Point Presentation [electronic] <ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Power Point layout introducing team and project. - <input checked="" type="checkbox"/> Includes text and graphics. - <input checked="" type="checkbox"/> Designed to enable audience understanding of project. 	<input checked="" type="checkbox"/> 10/17/2005
<ul style="list-style-type: none"> ▪ Copy to: <input checked="" type="checkbox"/> TSGC <input checked="" type="checkbox"/> Faculty Advisor <input checked="" type="checkbox"/> Mentor 	<input checked="" type="checkbox"/> 10/17/2005
<input type="checkbox"/> Notes:	