



**LEVEL II CHECKLIST**  
**MIDTERM REPORT - ALL TEAMS**  
**FALL 2009**

<b>INST</b>	<b>TEAM NAME</b>
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This *Level II Checklist* is to be completed, attached, and submitted as a cover sheet to the midterm.

**LEVEL II REQUIREMENT CHECKLIST – DEADLINE OCTOBER 19<sup>TH</sup>**

<b>The Midterm Report submitted . . .</b>	
<b>Format Check:</b>	
<input type="checkbox"/> Typed, doubled spaced <input type="checkbox"/> Avoided writing in first-person	<input type="checkbox"/> Grammar / punctuation / spell checked <input type="checkbox"/> Addresses reviewer feedback where appropriate
<b>Semester I midterm includes:</b> <input type="checkbox"/> Cover Page <input type="checkbox"/> Table of Contents <input type="checkbox"/> List of Figures  <input type="checkbox"/> Abstract or Introduction <input type="checkbox"/> Research Group / Mentor ID <input type="checkbox"/> Collaboration Efforts <input type="checkbox"/> Team ID / Members Profile <input type="checkbox"/> Team Patch Design/Description <input type="checkbox"/> Topic Background Information <input type="checkbox"/> Design Objective <input type="checkbox"/> Quantified Project Requirements & Restraints <a href="#">[new]</a> <input type="checkbox"/> Design Plan /Methodology <input type="checkbox"/> Several Concept Variants / Graphics <a href="#">[new]</a> <input type="checkbox"/> Concept Evaluation & Selection [Pugh Chart] <a href="#">[new]</a> <input type="checkbox"/> Consider safety and risk factors <input type="checkbox"/> Project Timeline and Budget Plan [overall] <input type="checkbox"/> Conclusion <input type="checkbox"/> References / Bibliography	<b>Semester II SOW update options include:</b> <input type="checkbox"/> Cover Page <input type="checkbox"/> Table of Contents <input type="checkbox"/> List of Figures  <input type="checkbox"/> Updates to Project Overall <input type="checkbox"/> Updates to Results <input type="checkbox"/> Updates to Objective <input type="checkbox"/> Updates Collaboration Efforts <input type="checkbox"/> Updates to Team Membership <input type="checkbox"/> Updates to Design Objective <input type="checkbox"/> Updates to Plan / Methodology <input type="checkbox"/> Testing and Preliminary Results <input type="checkbox"/> Safety and Hazard Analysis <input type="checkbox"/> Patent Search / Update <input type="checkbox"/> Estimate Cost to Develop <input type="checkbox"/> Updates to Graphics <input type="checkbox"/> Updates Project Timeline <input type="checkbox"/> Updates Budget Plan <input type="checkbox"/> Conclusion <input type="checkbox"/> Reference / Bibliography
<b>Appendices attached include:</b>	
<input type="checkbox"/> Option Area Reports: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Team Trip & Expense Report w/ Photos for this period <input type="checkbox"/> Budget Report [Team Spending] for this period <input type="checkbox"/> Other _____	
<b>Draft Power Point</b> [Semester I teams only]	
<input type="checkbox"/> Power Point layout introducing team and project. <input type="checkbox"/> Includes text and graphics. <input type="checkbox"/> Designed so audience understands project.	
<b>Copy provided via email to:</b> <input type="checkbox"/> TSGC <input type="checkbox"/> Advisor <input type="checkbox"/> Mentor	
<b>Notes:</b>	