



LEVEL II CHECKLIST

MIDTERM REPORT - ALL TEAMS

INST		TEAM NAME
-------------	--	------------------

This *Level II Checklist* is to be completed, attached, and submitted as a cover sheet to the midterm.

LEVEL II REQUIREMENT CHECKLIST – DUE BY MIDNIGHT ON THE SPECIFIED DEADLINE

The Midterm Report submitted . . .

Format Check:

- | | |
|--|--|
| <input type="checkbox"/> Typed, doubled spaced | <input type="checkbox"/> Grammar / punctuation / spell checked |
| <input type="checkbox"/> Avoided writing in first-person | <input type="checkbox"/> Addresses reviewer feedback where appropriate |

Semester I midterm includes:

- Cover Page
- Table of Contents
- List of Figures

- Abstract or Introduction
- Research Group / Mentor ID
- Collaboration Efforts
- Team ID / Members Profile
- Team Patch Design/Description
- Topic Background Information
- Design Objective
- Quantified Project Requirements & Restraints [new]
- Design Plan /Methodology
- Several Concept Variants / Graphics [new]
- Concept Evaluation & Selection [Pugh Chart] [new]
- Consider safety and risk factors
- Project Timeline and Budget Plan [overall]
- Conclusion
- References / Bibliography
- Scholarship Forms TO TSGC ONLY

Semester II SOW update options include:

- Cover Page
- Table of Contents
- List of Figures

- Updates to Project Overall
- Updates to Results
- Updates to Objective
- Updates Collaboration Efforts
- Updates to Team Membership
- Updates to Design Objective
- Updates to Plan / Methodology
- Testing and Preliminary Results
- Safety and Hazard Analysis
- Patent Search / Update
- Estimate Cost to Develop
- Updates to Graphics
- Updates Project Timeline
- Updates Budget Plan
- Conclusion
- Reference / Bibliography
- Scholarship Forms Update TO TSGC ONLY

Appendices attached include:

- Option Area Reports: I II III
- Team Trip & Expense Report w/ Photos for this period
- Budget Report [Team Spending] for this period
- Scholarship Forms TO TSGC ONLY
- Other _____

Draft Power Point [Semester I teams only]

- Power Point layout introducing team and project.
- Includes text and graphics.
- Designed so audience understands project.

Copy provided via email to: TSGC Advisor Mentor

Notes: