**Meeting Checklist**

**Project Overview:**

**Project Requirements:** a clear project goal, list of project requirements, and link to the original design problem.

Problems (circle all that apply): requirements not verifiable/measurable, constrained by implementation details

**System Verification and Acceptance Tests:** A clear description of the tests and an explanation of how they demonstrate that the project goal and requirements have been achieved.

**Technical Solution:**

**System Overview** - A clear description of the top level design.

**Module descriptions** - a clear description of each key component of the design.

- Specification of the inputs and outputs of each block:

- System analysis showing that the system of blocks will work together to meet the requirement specification:

- Specification of physical properties of each block (e.g. size, weight or hardware memory limitations in the case of a software project):

- Specification of the operating environment of each block:

- Description of the testing philosophy for each block (include a block diagram of the testing system and of the specification of any block that is not commercially available and has to be designed and built):

- Specification of the acceptance tests for each block:

**Assessment of Solution** - a clear description of how the solution addresses the technical problem. A clear discussion of the strengths, limitations, and trade-offs of the design.

**Work Plan:**

- Gantt Chart

- Clear description of each task:

- Clear specification of the deliverables of each task:

- Clear specification of labour required to complete each task (i.e. person’s name and number of hours)

- Logical ordering of the tasks

- Effective distribution of work

- Is the plan workable?

**Financial Plan**

**Risk Mitigation Strategy**

**Individual Contributions and Effort**

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**General Comments:**