2011-12 MIME CAPSTONE EXPERIENCE MEMO
Assignment due at 5:00 PM on Wednesday March 21st in Dearborn 102

To assess your growth as an engineering communicator and team member during MIME Capstone Design and to aid us in future course planning, write a formal memo responding to the questions posed below. There are, of course, no “correct” answers to these questions; rather, evaluation will be based the quality, concision, and professionalism of your responses. Flawless grammar, spelling, and punctuation are assumed in a formal memo, so be sure to proofread your work carefully before handing it in.

Please use the following as your memo header:

To: Tracy Ann Robinson
From: Your name and project team #
Re: 2011-12 MIME Capstone Experience Memo

1. Written and oral communication skills
   This course provided many opportunities to refine and expand your repertoire of engineering communication skills prior to entering the workplace. Using the Capstone Communication Inventory (CCI) you completed at the start of fall term (available for review on Blackboard) as a baseline reference, assess your progress as an engineering communicator over the past two terms.

   In addition, provide an update on your efforts to achieve the communication goals you specified in the Mid-course Goals Review completed at the beginning of winter term. For cross-reference, please attach your mid-course goals review (returned to you earlier in the term) to this memo.

   Finally, comment on the level of feedback you received on your reports and presentations during this course. Did this feedback adequately support your growth as a writer and speaker? If not, what kinds of feedback would have been more helpful, and at what points in the course would the additional feedback have been most beneficial?

2. Collaborative skills
   Assess the collaborative aspect of your project experience by addressing the following questions:
   - How have your skills as a project team member improved during MIME Capstone Design?
   - Name some of the challenges you encountered in any aspect of completing this collaborative design project. Were you successful in overcoming these obstacles? If so, what strategies helped you to do so?
   - Comment on the experience of drawing up a team charter. Regardless of whether your project group ever had occasion to refer back to that document or needed to use it as an “enforcement” tool, consider how the process of creating the charter may have helped set the tone for team collaboration or allowed you to preemptively address potential sources of conflict within the group.

3. Beyond MIME Capstone Design
   Based on what you have learned in MIME Capstone Design about yourself and your current strengths and limitations as a practicing engineer, what two or three goals would you set as important “next steps” in your professional development? (Please be concrete and specific in your response. This question is included as much for your benefit as for ours.)

4. Other feedback and suggestions for course improvement
   If you have any additional thoughts on how this course could be improved, we’d like to hear them.