ECE44x Task System

Staying on track to complete a project or meet a deadline can be a challenging skill to learn. One of the most basic principles is to break the project down into smaller pieces that can be completed in a short time. Once all of the pieces are completed, then the project is done!

What to do:

1. Every week (or more frequently) when your group meets, open up the Tasks page on the student portal. During your discussion, when a task is mentioned, even if it is to be done months later, enter it into the tasks list. There is a requirement on the number of characters on each field to ensure you give sufficient detail.

2. As you are doing your work, assign tasks to yourself either in the future or for the week you are currently working in. If you start something new that is not on the list, add it and assign it to yourself. You are not penalized for having tasks assigned to you that you do not complete each week.

3. Before Monday at 4pm of each week, you will need to have personally completed 3 tasks since 4pm on Monday of the previous week. Another way of understanding this is that you need to complete 3 tasks each week. When you complete a task, you must include a short summary of the task outcome and a link to some form of digital proof of the task. This can be an online document or image but be sure it is viewable by anyone, not only you or your group.