

DELIVERABLES AND DEADLINES

INFO 490 Informatics Capstone

Winter 2008

Weekly Deliverables and Deadlines

Project Group Weekly Status Report

- Name of Group
- Project Members (for each, name, number hours worked, tasks)
- Tasks worked on/completed during the past week
- Goals for the coming week
- Any issues, questions, reflections...

All project group weekly status reports are due by TUESDAY at NOON by email. Please put the project reports in the BODY of an email. Please do NOT attach files to your email. In the subject heading, label your email: Capstone [Your Project Name] Week X. The email should be sent to Dave, Batya, Marilyn, and Braden.

No late project group weekly status reports will be accepted for credit. The first project group weekly status report is DUE on January 8.

One-time Deliverables and Deadlines

February 13	Draft of Abstract
February 20	Abstract (following Undergraduate Research Symposium format)
February 27	Draft of Poster
March 5 – 14	Final Capstone Project Presentations
March 14	Final Capstone Project Report (following CHI Extended Abstract format) Final Capstone Project Poster

Notes

1. No late abstracts (February 20), final reports (March 14) or final posters (March 14) will be accepted
2. For guidelines on writing abstracts for the symposium see:
<http://www.washington.edu/research/urp/courses/abstractwriting.html>
3. Reports are limited to six pages. For the CHI Extended Abstract format see:
<http://www.chi2008.org/formatting.html#extended-abstract>