

Student Guidelines:

Week	Activities
1	a) Students will be given a project design sheet. Based on the design sheet, students have to work in group and conducting Understand, Create and Deliver (UCD) process. Refer Table 1 for the UCD terms. b) Each member needs to fill up <i>FKE-4722-2016-01</i> form and return back to the facilitator. c) Each member in a team needs to take turn in preparing <i>FKE-4722-2016-02</i> form (Minutes of Meeting) as scheduled in Table 2. d) Based on the task distribution stated in the <i>FKE-4722-2016-02</i> form, all members have to prepare his/her weekly <i>FKE-4722-2016-03</i> form. Submit these two forms on the following week.
2	a) Submit previous <i>FKE-4722-2016-02</i> and <i>FKE-4722-2016-03</i> forms to facilitator. b) Continue UCD process and repeat activities in Week 1 . Students need to consider also the comments given by the facilitator once she/he returned the marked <i>FKE-4722-2016-02</i> and <i>FKE-4722-2016-03</i> forms. c) Only one student will be interviewed. Refer Table 2 for the interview schedule.
3	a) All students need to present their proposed conceptual product to panel evaluators. Fill up and submit <i>FKE-4722-2016-06</i> form. All members need to consider all the comments given for the next stage. b) All students need to submit online peer review form. Refer to www.teamxplore.com/mypeer
	c) Students need to plan all project tasks in a Gantt chart using <i>FKE-4722-2016-09</i> form and BOM using <i>FKE-4722-2016-10</i> .
4	Continue/repeat activities in Week 4. Submit <i>FKE-4722-2016-09</i> and <i>FKE-4722-2016-10</i> forms. All members need to consider all the comments given in Week 3a.
5	a) Continue/repeat activities in Week 4 . b) Work on testing and fine tuning product. c) All students need to submit online peer review form. Refer to www.teamxplore.com/mypeer
6	Continue/repeat activities in Week 5 . Focus on the preparation of 2 nd evaluation: Final product presentation.
7	a) All students need to present their final product to panel evaluators. Refer <i>FKE-4722-2016-07</i> form. b) All students need to submit online peer review form. Refer to www.teamxplore.com/mypeer c) Prepare Final Technical Report.
8	Submit Final Technical Report to facilitator. Refer <i>FKE-4722-2016-08</i> form.

Table 1: Capstone Weekly Activity

No	Activities	Capstone Week									
		1	2	3	4	5	6	7	8		
1	Introduction of Capstone Project										
2	Project: a- Understand: Identify user, market survey and problem, identification b- Create: Design concept and costing c- Deliver: Design prototype										
3	Evaluation 1 – Proposed Conceptual Prototype										
4	Engineering Design and working model/prototype: a- Engineering Drawing b- Hardware and Software development c- Costing, assembling and programming										
5	Draft of engineering documentations / BOM / budget / Gantt chart										
6	Test and Documentation: Testing and fine tune										
7	Evaluation 2 – Final Product										
8	Technical report submission										

Table 2: Capstone Weekly Assessment by Facilitator

	Assessment	Marks		Capstone week								
		Individual	Group	1	2	3	4	5	6	7	8	
Individual	Minute of meeting ^{*,1@2} students	10			M1 M2	M3 M4	M1 M2	M3 M4	M1 M2	M3 M4		
	Individual weekly report ^{*,(all students)}	15										
	Individual activities/interview ^{*,1@2} students	15			M1 M2	M3 M4	M1 M2	M3 M4	M1 M2	M3 M4		
	Peer review	10										
Group	Evaluation 1: Proposed conceptual		10									
	Evaluation 2: Final product		10									
	Technical report		30									
Total marks :		100%										