

MPG Deliverables

Fall Semester

Deliverable	Week
Fill out the MPG Start-Up Form - You will receive an email from Engenuics shortly after	One or two weeks before MPG starts
Contact your department head - Email Engenuics to let us know your department head's name, email and level of interest in/support of MPG - Please include your branch's mailing address and phone number in your email (We need this for shipments)	One or two weeks before MPG starts
Connect with Engenuics online - Like us on Facebook - Create an Engenuics account	Week 0
Take at least 5 pictures and put them in your Engenuics dropbox folder - We want to see 2-3 shots of your workspace and equipment, 2-3 shots of your MPG lead and/or whole executive team with MPG dev boards, 2-3 shots of your branch's MPG advertising display - Please name the files in the following format: <i>Branch_name_x.jpg</i> where x is 1 to 5 (or more)	Week 1
Submit hardware order - Submit order form and money (via cheque or Paypal) to Engenuics	Week 2
Update the sign-up information	Week 3
Group pictures with hardware - Take pictures of people unpacking their boards - Get a group shot	Week 4
Email Engenuics with an updated attendance list	Week 6
Take pictures of the soldering competition (if applicable)	Week 10
Semester Review - Email Engenuics with an updated attendance sheet and let us know how the semester went	Week 10

Winter Semester

Deliverable	Week
Email Engenuics with an updated attendance list	Week 11
Take pictures of the competition/s <i>- Get pictures during the competition and of the winners after</i>	Week 20 and 21
Email Engenuics with a student bursary candidate list (if applicable)	Week 20
Semester Review <i>- Email Engenuics with an updated attendance sheet and let us know how the semester went</i>	Week 20
Phone call with Engenuics <i>- Let us know how the semester went for you and how you would like MPG to develop in the future</i>	Within 2 weeks of MPG ending
Transition Email <i>- Send the name, email and phone number of the person who you are handing MPG off to for the following year</i>	Within 2 weeks of MPG ending