

# Design Team Update Report

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This report will be used by the director of design as well as the deputy of design to track the progress of all the teams, to try and identify issues that need to be addressed by EngSoc. All of the questions can be answered in point form. If there are any questions, contact the director of design at: [design@engsoc.queensu.ca](mailto:design@engsoc.queensu.ca).

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| **Team Members:** | | | |
| Name: | Year | Discipline | Position on the team |
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| **What has the team completed in the last ‘quarter’?** | | | |
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| **What goals does your team want to complete within the next quarter?** | | | |
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| **What long term goals does your team have? (Outside of the next quarter)** | | | |
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| **Has there been any safety issues to report over the last quarter? (this includes injuries as well as any issues with your space that could cause a safety issue.)** | | | |
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| **Has the team added any sponsors/backers? If so who are they and how do they sponsor your team?** | | | |
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| **Has there been any complaints from general members?** | | | |
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| **Does the team have any complaints about the team’s interaction with EngSoc?** | | | |
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| **General Comments:** | | | |
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Along with this report an attachment of your budget (operational) should be handed in by your team to complete the quarterly report. If this report is not completed (including the budget) the director of design may send in a 48 hour warning.