Design Team Update Report

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| **Team:** |  | **Team Email:** |  |

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| **Date:** |  | **Completed By: (Name & Position)** |  |

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| **Faculty Advisor:** |  |

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 the questions can be answered in point form.

Failure to complete the re-ratification form on time without notifying the Director of Design could cause a 48-hour warning. Any questions can be directed to the Director of Design at [design@engsoc.queensu.ca](mailto:design@engsoc.queensu.ca).

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| **Team Members** | | |
| **Full Name** | **Team Position** | **Discipline & Year** |
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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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| **What are you doing to ensure awareness of equity, diversity, inclusivity, and indigeneity (EDII) in your team?** | | |
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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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