**Template for Project Proposals.**

I strongly encourage using then following form for proposing a new project to the club and to the Club Advisor.

Every group of members involved in any Engineering project is required to make and keep up-to-date three main documents:

* a log with the activities of each meeting
* a journal of the progress of the project including expenses, time management and members responsibility
* shopping list for materials needed

Please start those three documents at the first meeting of your subcommittee or project group.

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**Members’ names**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name** | **First name** | **Email** | **Responsibilities (if applicable):** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Title of the Project:**

Write here

**Brief Description of the project:**

Write here

**Safety concerns and Procedures:**

Write here

**Start Date of Project:**

Write here

**Planned Date of completion of the project:**

Write here

**Equipment needed:**

Write here

**Consumables needed:**

Write here

**Budget predicted for completion:**

Write here

**Meeting time(s) and location(s):**

Write here