Annual Project Agreement
IEEE at UC San Diego

Contents

Annual Projects

The IEEE at UC San Diego Annual Projects consisting of Micromouse, GrandPrIEEE, Project Drive (formerly known as SparkfunAVC), and Quadcopter are advanced competition projects. Each project challenges teams of undergraduate students to apply their teamwork and engineering skills for an entire academic year in order to design, build, and compete a robotic vehicle against other similar teams across the country. Every Annual Project requires devotion and plenty of time, often around 10 hours a week to teach yourself and apply your knowledge. Project Officers are available for support and advice, but you are ultimately responsible for your own effort, experience, and the final product.

Responsibilities

As a project participant, you represent the University of California San Diego and our IEEE student chapter. You are expected to uphold all university values as well as the IEEE Project Community "QOAR" project values standing for Quality, Opportunity, Appreciation, and Respect. Please be an active and positive participant in the community and do help make sure everyone benefits from the project experience.

All Teammates

We at IEEE at UC San Diego expect the following from you:

1. Be a registered member of IEEE
2. Actively benefit the IEEE Project Community experience
3. Be available and open minded to your teammates

4. Submit code as a team that demo's the current functionality of your project to the Project Officers by Winter Quarter Week 8. The submitted file should be available on a cloud service such as Google Drive or a GitHub repository but can also be emailed.
5. Deliver a functioning robot to your project's corresponding competition: CAMM, GrandPrIEEE, SparkfunAVC, IARC

Uniquely Team Leads

We at IEEE at UC San Diego expect the following from you:

1. Behave as the team's primary point of contact for our Project Officers
2. Provide leadership for your team by creating structure, engaging teammates, and aligning skills with a common goal.
3. Handle team spending and funds. Specifically, you must submit your team's itemized spending plan to the Project Officers and Treasurer by the 9th week of the Fall Quarter. This should continue to be updated afterwards and become your team's itemized bill of purchases.
4. Submit progress reports to the Project Officers. This includes no less than 3 progress reports by Week 9 of each Quarter and one Project Reflection Report by Week 9 of Spring Quarter. You should not be the only teammate writing these reports.

Project Life Cycle

We IEEE at UC San Diego fund all student projects so we expect in return the ability to showcase your finished product to sponsors, faculty, and guests. This expectation is summarized as the "Project Life Cycle" and it has three phases for each year's project teams:

1. Active - For one school year, a team participates in a project
2. Showcase - Throughout the school year following the "Active" phase, IEEE at UC San Diego holds onto the project and uses it for promotional displays at events such as but not limited to tabling, GBMs, and photoshoots. You can temporarily borrow the project for interviews and personal demonstrations by providing a request to the Project Officers at least 1 month in advance.
3. Return - Before Spring Quarter Week 5 of the school year following the "Active" phase, the team lead may provide a written request (digital or otherwise) to retrieve their team's project or designate a team member to retrieve the project. Projects can only be retrieved on campus during the last 5 weeks of that Spring Quarter by team's who have requested it. Only IEEE Officers or Project Officers can release a

project. In all cases otherwise, remaining projects will be reclaimed and recycled by IEEE at UC San Diego in order to offer essential components for new teams and help reduce their project cost.

Documentation

In order to be fully refunded, every team is required to submit no less than 3 progress reports by Week 9 of each Quarter and one Project Reflection Report by Week 9 of Spring Quarter to the Project Officers and Project Manager. The purpose of this documentation is two-fold. First, this documentation demonstrates how IEEE at UC San Diego appropriately uses sponsor money to promote professional development and education. Second, recording work is an extremely important practice in the field of engineering and absolutely necessary for the IEEE Project Community to constantly improve.

Progress reports should analyze the team's prior progress, the current goal, the structured plan to meet the goal, relevant participant contribution, current approaches and their results, and suggested improvements. Although progress reports are required by Week 9, each team team should establish a consistent schedule to make writing them easier. It is suggested that team's combine these progress reports as a timeline and publish them to their own blog, GitHub, or website. The Project Reflection Report doesn't need to be longer than 4 pages single spaced and should read like a year-long analysis of the project experience. It should include an introduction of purpose, materials list and procedure, technical analysis, and conclusion. Once again, make sure to put effort into your reports because they are valuable for your experience, to our sponsors, and to potential employers.

Funds, Resources, and IEEE's Commitment

1. Funds will be provided in the form of reimbursements and direct purchasing by the IEEE at UC San Diego Treasurer.
   - $500 budget for each Micromouse and GrandPrIEEE team
   - $3,500 budget for Project Drive team
   - $4,000 budget for Quadcopter team

   To receive a reimbursement the team lead must present an itemized bill of purchases and every corresponding receipt to the IEEE at UC San Diego Treasurer and Project Officers. Receipts submitted for reimbursement must only contain relevant project expenses and cannot include personal purchases. Multiple reimbursements can be submitted during a project. Approved funds will be reimbursed only in the form of a written check to the

team lead and made available for pickup in the Project Space. To receive a direct purchase team leads must make a request and present a bill of materials to the Treasurer and Project Officers. If approved, the Treasurer will make the purchase within 1 month of receiving the request.

Teams may use their budget for parts, tools, services like PCB manufacturing, competition fees, travel, and anything else related to the design, construction, and competition of your project. The budget will not cover food, shirts, entertainment, gas, parking, or salaries. Whenever it is uncertain, please ask the Project Manager or Treasurer. IEEE at UC San Diego has first claim over anything purchased or reimbursed with the budget, including the robot, tools, and any leftover parts.

2. Workplaces across campus
   - The IEEE Project Space (EBUI-4710) available in winter quarter and only when you and your team receive safety training and adhere to the Project Space rules. You can can store materials here, use equipment like soldering stations, and meet to work on your project.
   - The SME Maker Space is available to students after taking an online quiz. Then it is accessible by student ID during posted lab hours. 3D printers, workstations, soldering stations, and a giant TV are available.
   - Digital Media Lab at Geisel offers 3D printers and professional design software. Student employees are there offering assistance. Reserve a timeslot on Dibs, but beware: getting spots for the 3D printers is extremely difficult since they fill up quickly.
   - The Warren Labs are also a good resource for anyone who is enrolled in an ECE lab class. They have electronic components, computers, power supplies, function generators, and oscilloscopes available.

3. Our Project Officers are committed to the IEEE Project Community and will provide resources like Facebook groups, GitHub repositories, and project specific workshops. We also encourage you to use the internet, tutorials, and greater community websites to your advantage.

Annual Project Agreement
IEEE at UC San Diego

By signing below, I acknowledge that I have read, understand, and agree to the terms of the Annual Project Agreement and its conditions for my participation.

Participant Name and Date: _____

Participant Signature: _____