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| **UCA** | * Attendance Checked, Google Forms checked, TMM Checked and PL for week Graded. * **NEXT PERSON on list IS PL for this week—DO NOT FORGET TO HAVE NEXT PERSON TAKE OVER and lead today’s class.** * **UCA has sent emails to all teams about documents not being saved on File Exchange.** |
| **STATUS CHECK**  **Review** | * TODAY, teams will be working on the Verifications for each and every Requirement (upper and lower levels). * REVIEW MATLAB powerpoint slides together—REMEMBER, you need to show that your conceptual design is likely to work as you claim— * USING FILE EXCHANGE—teams/pairs that failed to upload documents as required—have gotten emails from UCA—GET INTO THE HABIT OF SAVING EVERYTHING in FILE EXCHANGE—even if saved elsewhere—this way if I can’t open in Assignments or Turnitin, I can download and review from File Exchange. * GET INTO THE HABIT OF SAVING WORK in at least 2 places so it is not lost. * ALL TEAMS WILL REPORT OUT what they accomplished during the week. * Students should update each other on their progress that week and update the % completed column in the shared Gantt Chart for each task * PL must make sure that team members are saving all work in FILE EXCHANGE—even if not complete. * Everyone: open and review the Task List and the verifications lecture and lab documents. * Everyone to use class time to work on writing their verifications. REVIEW THESE WITH TEAM MEMBERS TO MAKE SURE THEY MAKE SENSE. |
| **Check-in** | UCA or I will check-in with every team throughout the class period so you can ask me questions and I can check that you are working on verifications.  What is team’s plan for verifying all of your requirements and who is working on what?  **DUE NEXT CLASS:**   1. **Gantt chart needs to be updated and saved in File Exchange by PL** 2. **Everyone needs to submit Google form.** 3. **PL needs to do TMM, update Gantt and include screenshot and submit to Discussion Forum.** 4. **All MODELS need to be done, and need to be professional and complete** 5. **ALL VERIFICATIONS NEED TO BE DONE—seek help from team and/or TA or CEO if unsure how to verify.** 6. **MAKE SURE DESIGN DESCRIPTION for FINAL DESIGN is now complete including any schematics, solid edge or other models incorporated into your description.** 7. **MAKE SURE any visuals you use are large enough—do not cram into a corner—make sure all labels are large enough to read and clear. Key parts should always be labeled.** 8. **Make sure Description includes in-text citations to sources in correct APA format.** |