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| **UCA** | * Take Attendance, including noting who “arrives” late for Zoom meeting and anyone who leaves. * Check everyone submitted Google form for this week and update form. * Grade PL and review TMM. |
| **REMINDER**  **WHAT NEXT?** | * **Each week we will still rotate who is Project Lead** * **Each week, each member needs to complete and submit the Google form before the start of the next class** * **Each week, the PL needs to complete the TMM and upload to the appropriate forum for grading.** * **Each week, every member must work on the tasks assigned him/her so that the project does not fall behind, and report accurately to PL how far you have gotten. DO NOT DELAY—you only have 4 more classes to complete the project, including all solid edge drawings of your Final Design, all verifications, and complete another Powerpoint and much more detailed FINAL REPORT.** * **Ask for help if you are having problems—do not delay or you will fall behind.** * **Do not expect others on the team to do you work.**   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **HERE IS THE SCHEDULE OF CLASSES FOR THE REMAINDER OF THE SEMESTER:**   * **The key is that each member must keep up with the tasks assigned him/her every week—or you will not get done** * **Update the Gantt chart each week—the PL should have each team member honestly report out what has been done—note the percentages so you can see where you are** * **Ask for help if you are not sure how to do something or having problems—ask sooner rather than later—do not delay or it could be too late.**   **Class 9: Planning for FINAL DESIGN: Presentation and Project**   * **PL will lead team in reviewing the Final Project Report Description, Final Presentation Rubric and Final Report Rubric** * **Team will work together to update and finalize the Gantt chart to include ALL TASKS that need to get done and breakdown tasks to specific activities, e.g., give each team member at least 2 verifications to do, give each team member at least 2 solid edge drawings to do.** * **Set deadlines for when certain tasks get done.** * **Determine who will work on which portions of the Final Report and Presentation.** * **Who will oversee compiling final report and create Table of Contents and make sure formatting is correct and consistent?** * **Who will write Executive Summary for Report?** * **Who will write detailed description of Final Design?** * **Determine when each task needs to be done and update Gantt assigning one or more members to each task. YOU WILL BE EXPECTED TO FOLLOW THIS CHART AND UPDATE IT FOR THE REMAINDER OF THE SEMESTER EACH CLASS.**   **Class 10: Verifications**   * **Each team member needs to have at least two requirements to verify using programs previously used, e.g., Simio, Matlab, MS Project, Solid Edge or calculation, analogy/argument** * **The verifications cannot be done until the full design of the project is completed—you need to know what it will look like, dimensions, materials, user interface, etc. Therefore, have drawings, schematics, etc. NO HAND DRAWINGS—everything must be done on computer program.** * **Schedule an outside team meeting that the PL will lead during the week to make sure team is on task and no one is falling behind. Check to see if anyone needs help.** * **This is the week teams needs to have their solid edge, schematics and any other drawings or diagrams completed.** * **Review MatLab V lecture (Lab 09) for use of programs for virtually constructing/demonstrating your design.** * **All teams need clear and complete models of their final design.**   **Class 11: FINALIZING DESIGN and PREPARING FOR FINAL DESIGN PRESENTATION**   * **All solid edge, schematics, simio, matlab or other simulation design modeling needs to be done. YOU NEED MODELS FOR YOUR ENTIRE DESIGN.** * **Teams need to carefully review again the rubrics for the Final Report and Final Presentation and begin working on the presentation. This means you will need all your models and verifications done to start assembling.** * **Pick your format, have consistent headings on each slide, use bullet points and good mix of text and pictures. Give credit to any pictures not your own—can have this either as caption or photo credit page.**   **Class 12: FINISH REPORT AND FINALIZE PRESENTATION—Last class before presentation**   * **PL this week needs to make sure that everyone has completed their verifications and models/drawings** * **Everyone has their tasks to finish the Presentation and Report—this includes:**   + **who will format report,**   + **who will prepare Addendums,**   + **who will prepare TOC**   + **who will write Executive Summary**   + **who will check and proofread—make sure all sections are there and in the correct order, make sure formatting is correct including page numbers, make sure there are no spelling/grammar/writing errors.** * **FINALIZE DOCUMENTS AND PRESENTATION and schedule a time when everyone can meet virtually to do a run-through.** * **Designate someone to submit the Final Report and submit the Presentation—remember that both I and your CEO need to get a copy of both the report and the presentation; these documents will be graded twice—once by me and once by your CEO.**   **REQUIREMENTS FOR THE Final Design Report- EACH TEAM MEMBER NEEDS TO CAREFULLY REVIEW rubric**   * One report for entire team. * The only individually-graded portion is the Viable Design Reports which will be in the appendix. * REMEMBER, you have already written most of it by now. You can combine or incorporate sections from the pair/trio their Viable Design Report as appropriate and add to it based on final design. * **The Executive Summary, Discussion and Verification sections are completely new** and these sections are particularly important as you need to emphasize those key aspects of your team’s design to convince the reader that your design should be used/is the best because it best responds to the project’s Design Statement. You will be explaining why your design is the best.   **Final Design Presentation and rubric**   * 15-20 minute presentation for entire team * RECORD THE PRESENTATION AS YOU PRESENT THROUGH ZOOM, AND SAVE ON TEAM’S FILE EXCHANGE. You will also need to send your Powerpoint and Recording to your Project CEO. * Business casual attire? * The Project CEO will review the presentations for your project across all EDD sections, along with the Final Design Report and determine a winner.   **Final Design REPORT Submission**   * The Final Design Report and Presentation will be sent as PDFs via a professional email to the EDD 104 instructor, EDD 104 UCAs, and the Project CEO. * All team members must be CC’ed on the email. * The documents submitted must have the Section #, Project # and Presentation or Report in the filename. * The documents must be PDFs. * The email needs an appropriate subject line including the Section # and Project #. |
| **Review** | 1. Before I send you to meet with your team and perform the tasks, we will review together the Class 9 Task List and accompanying documents and I will answer any questions. |
| **At end of class: Check** | Check each team’s shared Google Sheet “Gantt Chart” and confirm that all team members know the plan moving forward. |