

ASEN 1022 Lab Signup

Spring 2017

Lab-Availability Signup

Lab testing will take place the week of March 6th. Students should fill out their availability to attend the lab test via the following Doodle poll: <http://doodle.com/poll/bmmcxffn38ksks74>

- Please indicate **all** times that you are available to attend the lab (Indicate at least 5 time slots).
- Do not use your name to sign up. Use your 9-digit Student ID number with no additional text.
- Make sure to scroll all the way to the right and click “save” after you have marked your responses.
- If you make a mistake and want to update your responses, you can simply fill out the survey again. Only the most recent response with your correct student ID number will be counted.
- The signup deadline is Monday, Feb. 27th at 5PM.
- Results of the availability signup will be used to create lab groups of 5 members.

Group Leader Role

If you would like to volunteer for a group leader role, please check the “group leader” option in the Doodle poll. (It is listed as a time slot under “Monday, March 6” but it applies to the lab-report writing.)

Group leaders will have a chance to exercise communication and management skills that will become very important in the next few years of coursework and in most aerospace engineering careers. The responsibilities of the group leader are listed below.

- Group leaders do not have to write their own section of the report (though they can if they want to).
- Divide tasks to be accomplished in writing the report (e.g. writing specific sections, analyzing data and producing necessary plots/figures).
- Compile and edit the final report (ensure consistency between sections and make sure that other member’s contributions are satisfactory).
- Provide internal deadlines to group members so that the lab report project stays on schedule.
- Keep a record of delegated tasks, internal deadlines, and confirmations from team members. This record can simply be a thread of emails between the group leader and group members. This will not be turned in but will be used by the TAs to resolve any disputes about participation scores.
- Provide a participation report for your group with a brief summary of each group member’s tasks, contributions, and performance as a group member.

Group Member Role

Group members are responsible for timely communication with the group leader. If you are given a task to complete with a deadline, you should confirm that you will do so. If you do not agree to the task, or have difficulty with it and need more time or help with the task, this should also be communicated to the group leader (well before the deadline).