

## Web Documentation

Your team Web Documentation will be completed online. You will complete this in stages depending on the cycle.

In order to enter your information online, you must go to the OEDK website, [oedk.rice.edu](http://oedk.rice.edu). Navigate to Students: Team Profile Form. In this form you will enter details of your team. The form requests information about your team, your project as well as team members. Much of the information provided on this form will automatically appear online as an OEDK team project. Team member names, personal information or contact information WILL NOT be posted online. **However, your project summaries will be public and will count as public disclosure, so you need to be careful about your word choice- do not disclose confidential material!!!!** As such you do not need to disclose specifically how you are solving your challenge.

Each Cycle has different requirements for the web documentation as listed below. Specific instructions and examples for a few of the sections are included below.

***This information will be printed for you and put into the binder for grading on the morning that you submit your binder. However, for photos that you have uploaded, please print the thumbnail pages for each album from your team profile webpage and submit this.***

### Cycle 1:

- Enter all required information on the team application form. Select a descriptive title.
- Design Challenge description should be 4-5 sentences- **see below for more instructions!**
- **Enter all team members and relevant information**
- Enter your sponsor's name and logo if applicable

### Cycle 2:

- Enter a Design Summary
- Update Design Challenge Description
- Enter any awards your team has won. These can be departmental, Rice University, regional or national awards
- Select any of the OEDK tools, supplies and equipment you have used so far in your project
- Create a team photo album for your team and enter at least 5 good quality images of your team, the device, testing, at presentations.

### Cycle 3:

- Update your Design Summary to reflect current status
- Enter any awards your team has won. These can be departmental, Rice University, regional or national awards
- Update any of the OEDK tools, supplies and equipment you have used so far in your project
- Add at least 5 more images to your team photo album

### Cycle 4:

- Update your Design Summary to reflect current status
- Enter any awards your team has won.
- Add at least 5 more images to your team photo album
- Update any of the OEDK tools, supplies and equipment you have used so far in your project
- Work with OEDK staff to add links to any media coverage your team has had

## Cycle 5:

- Update your Design Summary to reflect current status. Review this carefully as you are unlikely to be changing this in the future... you want to leave a final description of the project that you completed. This will be online for a long time and should look complete.
- Enter any awards your team has won.
- Update any of the OEDK tools, supplies and equipment you have used so far in your project
- Add a \*.jpg of your design poster to your team photo album
- Work with OEDK staff to add links to any media coverage your team has had

## Design Challenge Entry Expectations:

This is a short 3-4 sentence summary of your project. It can borrow heavily from your mission statement. This will be used to motivate a web browser to look at the subsequent in-depth description of your project.

*Example Design Challenge Entries:*

***Example 1: As much of the world lives in rural communities, physicians are called on to visit areas that are reached by traveling on foot. Travel over rough terrain or a lack of resources such as electricity can further inhibit the doctor's ability to provide even routine examinations in these rural environments. For a physician embarking on such a trip, gathering the appropriate medical equipment they need into an easily transportable pack is a tremendous challenge. The Lab-in-a-Backpack provides an efficient and cost effective way to deliver quality healthcare to remote areas.***

***Example 2: Our project focuses on developing a high-throughput device so that multiple 3D cell cultures can be levitated in the same multi-well tissue culture plate. By optimizing magnetic field strengths, culture media conditions, and cell line compatibility, we will be able to improve the tools available for rapid and revolutionary in vitro research.***

## Design Summary Entry Expectations:

This is a longer summary of the current status of your project. There is a 3000 character limit for this section. It is likely to have many features of your Executive summary. It should include your approach to solving the challenge. Include some reference to your goals or design criteria and the current status of your solution. ***End this document with the following: "Last Updated: xx/xx/xxxx".***

## [Web Documentation Rubric](#)

