**Detailed Project Scheduled**

August

Introductory meeting

Review Projects- Selection of Projects – Time Frame

Project Teams & Contact information

Meeting Schedules – Set the dates and mark on everyone’s calendar.

Setup Network folders after this meeting.

September

1st Meeting to digest project details and deliverables. (Individual project teams + Chairs + Sponsor)

Identify – Measurement Equipment needs and potential prototype materials.

Try to identify what if any lab testing / setup / prototype might look like even a simple line drawing.

If possible, this meeting would be best conducted in person.

At Lochinvar including a plant tour would be the preference.

At the school if there is going to be extensive lab work conducted at the school.

October

2nd Meeting of details – Progress Update & Q&A,

Make list of stuff to order to get cost & order if possible.

November

3rd Meeting – Before Thanksgiving

Progress Q&A

Make sure everything is on order or at least have a timeline for ordering parts etc.

December

No Meeting – Due to Finals and Christmas break.

Extra meetings can be scheduled if needed (per plan December will be a dead period)

January

School doesn’t pick back up till mid-month.

Send E-mail follow up – Basically welcome back and is there anything that needs immediate attention.

February

1st Meeting of New Year & second semester.

Quick remined of where we are / Progress / Orders urgent items.

March

2nd Meeting of New Year

Preparation for final testing/modeling/prototypes etc.

Data Collection at this time.

April

Last meeting / Final Report – Schedule to coincide with the teams reporting schedule at school.

Update to Data Collection.

April - May

End of Year Activities

* Project Presentations
* Management Review
* Team(s) Dinner?