

2017/2018 ECE 4600 Engineering Record Evaluation

At each design review milestone (Proposal, DR#2, DR#3, DR#4) and at the conclusion of the projects the *Asana* workspace will be reviewed for the following characteristics. A characteristic that is not readily apparent will be treated as missing/deficient. Attribute indicators associated with each of these characteristics are *italicised*.

A as an effective record of individual work (content and effort)

1. Record evolves consistently over timeline of the project, no unexplained gaps
IT-2 Contributes equitably to completion of group work
2. Clear distinction between own work/work of others
IT-2 Contributes equitably to completion of group work
3. Documents, cites properly and distinguishes information from research
LL-4 Demonstrates research and information literacy skills
4. Documents technical contributions to project
IN-3 Interprets results and reaches appropriate conclusions
5. Complete record and analysis of simulation/test results
ET-2 Evaluates and selects appropriate tools for a given scenario

B as an effective “corporate” record of the project evolution and status

1. Layout and organization of the record is easy to navigate/read
CS-2 Designs and produces appropriate engineering documents
2. Technical evolution of the project is evident
ET-1 Uses tools to complete engineering activities
3. Record evolves consistently over timeline of the project, no unexplained gap
EP-2 Understands concepts of project management
4. Descriptions of and responsibilities for tasks/experiments & outcomes/results
IT-2 Contributes equitably to completion of group work
5. Relationship of tasks/experiments & outcomes/results to wider project
DE-4 Devises and implements a plan to evaluate a proposed design solution

C as an indication of effective team participation/leadership/management

1. Meeting minutes (if present) list date/time/attendees
CS-2 Designs and produces appropriate engineering documents
2. Parity of contributions between members (content and frequency considered)
IT-2 Contributes equitably to completion of group work
3. Team members show responsibility for their own sections of the project
EE-3 Demonstrates Individual accountability
4. Critical review/analysis of project progress
LL-3 Learns from successes and mistakes; recognizes limitations
5. Respectful behaviour and inclusion of all team members in decision-making
IT-3 Exhibits appropriate interpersonal skills when interacting with team members