FALL 2014 ECE/ME 495 d/b TENTATIVE SCHEDULE

18 Aug 14

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Tuesday 1pm** | **Thursday 1pm** | **What’s Due 495 B/D \*** |
| **1 8/18** | Team Meetings  Reorganize if necessary | Welcome back Lecture (FH) Team Meetings | AIL, AR,  Week 1 Statement of Work Form; updated N&E and team labeled photo |
| **2 8/25** | TM, MM 71-72 | TM, MM 73-74 | Team Memo, AIL, MMA, AR, |
| **3 9/1** | TM, MM 75-76 | TM, PM meeting all | AIL, MMA, AR, updated N&E |
| **4 9/8** | TM, MM 71-72 | TM, MM 73-74 | AIL, AR |
| **5 9/15** | TM, MM 75-76 | TM, PM meeting all | AIL, MMA, AR |
| **6 9/22** | TM, MM 71-72 | TM, MM 73-74 | AIL, MMA, AR,  Week 6 Progress Form |
| **7 9/29** | TM, MM 75-76 | TM, PM meeting all | Written Progress Reports, AR |
| **8 10/6** | TM, MM 71-72 | TM, MM 73-74 | AIL, MMA, AR, first system tests,  Week 8 Form, TEF 1 |
| **9 10/13** | TM, MM 75-76 | TM, PM meeting all | AIL, MMA, AR |
| **10 10/20** | TM, MM 71-72 | TM, MM 73-74 | AIL,MMA, AR |
| **11 10/27** | TM, MM 75-76 | TM, PM meeting all | AIL, MMA, AR |
| **12 11/3** | Lecture  Design Reports (AW) | Guest Lecturer | AIL, AR, projects complete |
| **13 11/10** | Exit Interviews | Exit Interviews | Exit Interview Form due 4/9 ECE or at  Interview ME |
| **14 11/17** | Oral Design Reports 71,72,75 | Oral Design Reports 73,74,76 | Written Design Reports and PPT on D2L and hard copies, Week 14 rating on work |
| **15 11/24** | Finishing Up (ICE) | Holiday |  |
| **16 12/1** | Poster & Demonstration \* presentations in E215 51-56 | Guest Lecture | Posters due Tuesday at noon, Demonstrations as scheduled, Rankings of projects, Notebooks, TEF 2, course assessment; End-of-Project memo; keys and other borrowed items |
| **17 12/8** | **Finals Week** | **Finals Week** | Report to E215 during exam period for lab clean up |

**ECE/ME 495 D/B Spring 2014 TEAMS 51-63, Tuesdays and Thursdays:** Room tentatively A122 for PM meetings, MM and DR.

**Work:** Students are expected to work at least 10 hours per week on their team project. All work is to be recorded and hours logged daily in design notebooks and hours are logged weekly in the Action Item List (AIL).

**Meetings:** Students should be available during scheduled class times to meet or work as a team or have team meetings (TM). To all meetings, bring your design notebooks, agendas, and updated AILs. All teams are to keep a *weekly* team meeting scheduled with their FTA and/or client. These may be one-hour long and their times are reported in the team memo submitted to D2L in the second week. *In the case that a team member is absent from a team meeting, the project manager is to send an absence report (AR), posted on D2L, to report it on the week of the absence. Absent students should complete and submit to D2L and Absence Request Form (ARF).*

**PM Meetings:** Management meets with all PM’s of indicated teams to review requirements, report on progress by subsystem and share solutions to common problems. **Management Meetings (MM):** (~15 minutes) Entire team meets with the SEC management periodically during class times. Your team must bring the MM agenda (MMA), AIL and all design notebooks to the meetings. May be called as needed.

**Design Reviews (DR):** (~30 minutes) Any team that did not have a DR in the first semester or needs a second DR can schedule one of these as needed. Team must provide handouts and invite SEC management, FTA(s), client(s) and other specialists.

**\*Items Due at noon on Fridays** (unless noted otherwise):

* Post to D2L: Week 1, 6, 8 and 14 reports and Week 15 rankings; *weekly* AIL, updated Norms & Expectations (N&E), design review handouts if any, image of poster, written progress report, design report, design report oral presentation slides, memos, MM agendas. All posted files should have the team number *as part of the file name*.
* Print and bind: 2 copies of the design report (3-hole loose-leaf notebook and on a CD) [one for ECE and one for ME]
* Posters are to be set up in E215 at noon 12/2. Poster presentations and demonstrations are as scheduled.
* \* Design notebooks are due to be handed in at or before the time of your last presentation.

**Poster presentations, demonstrations and oral design reports:** Exact times scheduled may be changed later.

**D2L:** See D2L PowerPoint self-paced tutorials and SEC Manual for more details on your team’s design review, written progress report, poster presentations, and written and oral design reports.

The auditorium (A111) is available during scheduled class time for team meetings whenever lectures or oral presentations are not being given. The senior design laboratory (E215) is available to teams for meetings at other times to work on their projects. Keys to E215 and to the lockers in the room are available.

**FE/EIT Exam:** Register before {check NCEES CTS websites}; exam; register & buy study materials start: eitexam.com