**Design Team 2015 Starting Instructions**

**BE MATURE, BE RESPECTFUL,** and **BE RESPONSIBLE\*** throughout this project (\*note the literal meaning: able to have response).

**Find a way to communicate**; if your first method isn’t working, use another method.

**If your partner(s) aren’t working** or communicating, **you will have to move on** without their input. **You don’t get to waste time.** **Document your attempts to communicate**--this will help your case for a better grade if you’ve failed to meet deadlines.

**Day One:**

Because you won’t be able to communicate with your partner(s) during class time over the next three days, **it is critical that you contact your partner(s) and decide what project to do** (see “Virtual Design Project Choices” in the VT Stuff 2015 link in storage folders).

If you have time, ask your partner(s) to respond to the **questions in the “1st Day Meeting Partners”** doc (same link). This might be a good time to start a Google doc for this purpose and give your partner(s) editing rights.

If you still have time, start working on **team norms** (see **“TEAM CENSUS AND CONSENSUS”** and come up with your team norms (rules and procedures). You create these, but they should be well thought-out. Consider:

· How will you communicate?

· How often?

· What if someone is unavailable or absent?

· How will you solve disagreements?

· Who will be in charge of meeting deadlines?

· What decisions have to be made by the group? Individually?

· Will you have a person who makes sure everything fits together?

· Who will be in charge of the presentation (Google slides, powerpoint, prezi)?

**Then:**

· Product Research

· Sketches

· Decision Matrix

· Gantt Chart

· Start Making Parts