Portland State University
Electrical & Computer Engineering
EE 347 Power Systems I Lab

- Lab 0: Team Preparation -

Each team shall establish a team collaboration plan. The plan shall outline the team's meeting schedule for the entire term. The plan shall also list applications the team will use for management and technical tasks. There are several requirements for the class, listed below. Also provided are suggestions for additional applications.

Required
- Google Calendar. Each team shall create and use a shared Google Calendar to manage their meetings. Students must attend their lab sections, so put that in the calendar.

- Discord. A Discord server has been created for this course. Each group has a category within this server. Use Discord for intragroup communication.

- AutoCAD. Teams will use AutoCAD and the Power Lab ACAD Title Block, to create engineering documents. AutoDesk provides AutoCAD for free to students. A tutorial for downloading AutoCAD is posted in Canvas.

Suggestions
- Use scrum as a project management method. Scrum provides a structured means for managing a team.

- Create a kanban board (e.g. using Trello. PSU students have access to Atlassian products) to facilitate task allocation, track deliverables development, and provide structure to team meetings.

- Use Overleaf for LaTeX document development. Students are required to use the Power Lab LaTeX document templates, posted in Canvas, when preparing deliverables. Overleaf is a useful collaborative environment for developing LaTeX documents.

- Students will use an online 360° evaluation tool, Catme's Peer Evaluation, to assess team performance. Read the Catme information page (https://info.catme.org/catme-tools/peer-evaluation/) to understand the purpose and methods of the tool.

- Google Sheets, Docs, etc. Use office software products that provide concurrent editing.

- Share drive, such as Google Drive, Github, or Dropbox. Ensure all team members have access to all team materials.

Deliverables:

Prepare a memo, using the Power Lab LaTeX memo template, that provides the following information. The audience of this memo is an engineering manager. The memo shall be submitted via Canvas as a pdf file.

1. Purpose of the memo
2. Type of meetings: technical, managerial e.g. scrum
3. Frequency of meetings
4. Meeting tools, e.g. Zoom, Trello, shared calendar, Hangouts, etc.
5. Technical tools