

Key Dates for 2015–2016

Sept. 1	Plenary Meeting and Individual Team Organizational Meetings in Galileo McAlister from 4:15 pm - 5:30 pm
Sept. 3 Thurs	Sponsor Liaison Orientation, First meeting of team and liaison at 11:00 am - 1:00 pm
Sept. 8	Professional Development, meet in Galileo McAlister 11:00 am - 12:15 pm
Sept. 15	Professional Development, meet in Galileo McAlister 11:00 am - 12:15 pm
Sept. 22 Tues	PM Meeting, meet in Shanahan 2465 11:00 am - 12:15 pm
Sept. 28 Mon by 10:00 am	Draft Statement of Work due to Advisor (and cc Clinic Director-any deadline extensions must be approved by the Clinic Director)
Sept. 29	Phase I continued in Galileo McAlister 11:00 am - 12:15 pm (4 presentations)
Oct. 5 Mon	Faculty-approved Statement of Work due to DruAnn (1 printed copy and email electronic version also cc Clinic Director)
Oct. 6	Phase I continued in Galileo McAlister 11:00 am - 12:15 pm (4 presentations)
Oct. 8	Fall Career Fair from 10:00 am - 2:00 pm
Oct. 9	Fall Career Fair from 10:00 am - 2:00 pm
Oct. 13	Phase I continued in Galileo McAlister 11:00 am - 12:15 pm (4 presentations)
Oct. 19-20	Fall break
Oct. 27	Phase I continued in Galileo McAlister 11:00 am - 12:15 pm (3 presentations)
Nov. 3	Final Phase I continued in Galileo McAlister 11:00 am - 12:15 pm (2 presentations)
Nov. 10	Phase II (team design review begins, location TBD)
Nov. 17	Phase II (team design review continues, location TBD)
Nov. 23 Mon by 10:00 am	Draft of Midyear Update due to Advisor (and cc Clinic Director - any deadline extensions must be approved by Clinic Director)
Nov. 24	Phase II (team design review continues, location TBD)
Dec. 1	Final Phase II (team design review continues, location TBD)
Dec. 7 Mon	Advisor approved Midyear Update is due to DruAnn (1 printed copy and emailed electronically also cc Clinic Director)
Dec. 8	Professional Development in Galileo McAlister 11:00 am - 12:15 pm
Dec. 11 Fri	Fall semester ends
Dec.14-18	Finals
Jan. 19	Spring semester begins
Jan. 19	Phase III weekly presentations begin, location TBD (mandatory to attend each week)

Jan. 19	PM only Meeting in Shan 2407 6:00 pm - 7:15 pm
Feb. 4	Spring Career Fair
Mar. 14-18	Spring break
Mar. 22 Tues	Project Managers' meeting with Clinic Director (12:00–1:00 lunch provided)
Mar. 28 Mon by 10:00 am	Draft of poster design 48" x 36" is due to Advisor (and cc Clinic Director)
By Apr. 5 Tues at 8:00 pm	Teams complete the draft of their report and email it to the other teams in their cohort. The PM for the team coordinates the assignment of reports to individuals
By Apr. 7 Thurs at 4:15pm - 5:45pm	Everyone meets for pizza dinner in Shanahan rooms TBD, then review teams present their findings and email their completed rubrics to the reviewed team.
Apr. 8 Fri	Software feature freeze
Apr. 13 Wed	Draft of Final Report is due to Advisor (cc Clinic Director)
Apr. 15 Fri	Code freeze
Apr. 18 Mon	Advisor approved final Poster is due to Tim Buchheim, System Administrator and email it electronically to DruAnn
Apr. 18 Mon	Draft of Projects Day presentation is due to Advisor (and cc Clinic Director)
Apr. 26 Tues	Phase III (last of the clinic presentations)
By May 3 Tues	by 9:00 am - PROJECTS DAY . Poster must be up in the Platt Living/Green Rooms
May 3	Dinner and entertainment at 6:15 pm in the LAC (involving all Clinic teams, Liaisons and Advisors)
May 6 Fri by 4:00 pm	Printed Advisor approved Final Report copies are due to DruAnn by 4:00 pm (only use special paper that will be provided for printing) and cc Clinic Director
May 6 Fri by 4:00 pm	Completed checklist is filed with DruAnn. This includes cleanup of your 2nd floor work area
End of May	Spiral bound final report and other deliverables are mailed to the Sponsor
August	Hardbound Final Report is mailed to Sponsor and Students