MSD II Gate Review

***What is it?***

A review of final project status and lessons learned during the Senior Design course sequence.

***How long will it take?***

One hour is expected.

***Who should attend?***

All team members and your Guide.

***Outcomes?***

1. Assessment of project status.
2. Grades. Review any outstanding deliverables to insure that your Guide has everything needed to assess the final phase. (Your grade for the final phase will be determined after the Gate Review).
3. Lessons learned during MSD I & II, and discussion of successes and shortcomings. The goal is to step back and review the entire experience. This is your opportunity to reflect and comment on your project and your team.
4. Meeting Notes (Team). You must capture and upload your notes to EDGE before your Guide will issue grades for MSD II.

***Key Elements of the Gate Review***

1. Status review (primary focus):
   1. Overall project status.
      1. Describe the final state of your project – what you had planned to accomplish and how close you came to meeting those objectives? What requirements were unmet? Is the design robust? Was the budget met? Was your customer satisfied?
      2. Compare your final MSD II project plan/schedule to your original plan/schedule at the start of MSD II? Where did your team end up against the original schedule? Reflect on the differences and their causes?
      3. Review your problem tracking sheet. Have you continued to regularly utilize a problem solving process?
   2. Individual team member final status. Where are you against your original (start of MSD II) plan? Did you utilize your plan effectively in MSD II?
2. Deliverables checklist and website status (brief). All documents must be uploaded to your website in advance of the Gate Review so that your Guide can evaluate them – confirm the due date with your Guide. This “checklist” review should be a brief yes/no discussion – are all deliverables complete, meaningful, and have they been uploaded to EDGE? *(A detailed examination of specific deliverables during the Review is not appropriate unless related to the status review above).*

***Expectations?***

Students:

* The team is prepared to report on the items specified for the Review in an organized fashion.
* All team members are present and are prepared to report on individual project status.
* All MSD II deliverables are completed (and uploaded) in advance of the Review to enable evaluation by your Guide.

Guide:

* Is present and prepared to evaluate all items specified for the Review. This assumes that all documentation has been uploaded to EDGE with enough time for the Guide to review.