Weak #	Week of	Kostere Activities Monday Lecture	Student Responsibilities Project review & selection:	Crontone Postere Housewood/Polleyer/Arm 1. Submit your Project Selection Form (EXCEL) to the DZL Dropbus.
			This semester's project choices will be posted on the course	La Lagora
			This semestar's project choices will be posted on the course website prior to the first class virtual meeting on 01/1 (1021). Individual project descriptions will be on 05/CD-chock out the project offerings, consider vour onions, and then SUIM pour Too Ten" requests no later than 5 60 PM on Priday SUISSO21, You must use the EXCEL form provided on the	2. Submit your Mini-Resume to the D2L Dropbox
		Introduction:	PROJECT SELECTION	
		1. Course Purpose, Organization		If any KNOWN, EXTREME personality conflicts exist.
		2. Projects & Project Placement Discussion, Procedures, Timeline	<ol> <li>REVIEW the PROJECT LISTING, then use the D2L Dro Bax to submit your top 10 project choices from the last on the course website.TWO documents must be submitted:</li> </ol>	If any KNOWN, EXTREME personality conflicts exist, please let instructors know ASAP to we avoid group makeup problems downstream.
			(1) Use the EXCEL Project Selection form on the D2L site to rank your requests. That document is posted as <u>MEVPS</u> <u>ITEM</u> stackment on the EMEOETME 489 site. You must use this formatied document, and cashful follow direction as statisd on that document.	Any students who have not submitted a request will be assigned to undersubscribed groups.
			use this formatised document, and carefully follow direction as stated on that document.	assigned to undersubscribed groups.
4	1/11/2021		(2) Create and submit a brief mini-resume containing any perform information that might influence our assignment to a group, such as prior experience or strong preferences. (Use WORD or PDF format.) Provide a verking email	Design group assignments will be posted to the DED IF CTS none as noon as the resters are finalized
			(Use WORD or PDF format.) Provide a working email address. Some additional project selection considerations:	
			Be Reable. Not everyone will get their top choice, but we generally can place all students in one their top four or five projects.	
			Choose for yourself. Every individual has different interact, different background experiences, different like engineering applications, an automatic can sussiy find an appealing projections, an automatic can sussiy find an appealing projections, an automatic and sussiy find an appealing projections and an automatic and choices. That practice abond crucials the notice of choosing channes. That practice abond crucials the notice of choosing channes. That practice abond crucials the notice of choosing channes.	
			engineering applications, so students can usually find an appealing project. We strongly discourage the practice of friends 'buddying up' and submitting identical project choices: That exercise short-circuits the notion of choosine	
			Be proactive. If you REALLY want a certain project, make that obvious by generating a detailed, enthusiastic, and convincing 'mini-resume' to support your top choice(s).	
			If you don't get your preferred project. No whining! Dig in to the project assigned, meet your group, participate enhausatically, work head but make it tim - and remember that all projects have interesting and challenging aspects.	
2	1/10/2012	No Lecture Martin Luther King, Jr., Holday	Stay Sale.	
		Holday Monday Lecture	Meet your Design Team	No deliverables collected this week.
		Bonday Lecture Design Team Assignments, modifications	Exchange schedules & Contact Information. For student contact into, look on the D2L page under CLASS	
			For student central tife, look on the D3L page under CLASS UST, or on the WWWARNTANAEDU website under STUDENT CIRECTORIES I We will post Faculty Advisor assignments on the class	
3	1/25/2021		We will post Paculty Advisor assignments on the class website Project Page (https://www.roontan.edu/mie/me/capatone/capatone- fgroject.html) prior to this lecure.A groups should contact their assigned Advisor immediately to set up weekly	
		Design Process Review: Requirements generation:	meeting times	
		Course Deliverables Discussion		
		General Report Formating & Draft Chapter Submission Requirement	Initiate contact your sponsor, with the assistance of your advisor, ASAP. Begin research on project fundamentals.	
		Monday Lecture Capetone Project Management	Amange your formal Consultation Meeting schedule with your assigned Faculty advisor. Contact your Sponsor.	1. PROGRESS MEMO to SUPERVISOR and submits to DZL dropbox.
4	2/1/2021	Tools, software, procedures	Attention: Your Draft Level 1 Requirements Document will b due soont Work with sponsor to understand project details, compile the requirements in a well-formatied withen document, and obtain writen approval of your Level 1	<ol> <li>Weekly advisor meeting schedule and location to th D2L Drop Box. SEE D2L for Suggested Memo Format</li> </ol>
		Project Management Plan, obligations and discussion Communication / Writing Discussion	Requirements document. Register for Smartsheets if you haven't yet, and plan to use Smartsheets for project management.	Deliverables due Noon, Sunday, 07 FE 2021
		Communication / Writing Discussion		1 PROGRESS MEMO- IN SUPERVISOR via email or
		Monday Lecture	Weekly Advisor Consultation Meeting.	<ol> <li>PROGRESS MEMO; to SUPERVISOR via email pr to your weekly meeting to facilitate discussions, and submitted to D2L dropbox in order to collect points.</li> </ol>
		Background Chapter contents and tormatting: Sources of Background Information and Research.	Prepare your PROBLEM STATEMENT chapter and be sure include your LEVEL 1 Requirements in this chapter.	<ol> <li>Draht "Problem Statement" Chapter with "LEVEL 1 REQUREMENTS" Deliverables List signed by sponse Submitted to Supervisor and Instructor no later than noon Sunday, using D2L Drop Box.</li> </ol>
5	2/8/2021	Specifications: Chapter contents & formatting,	Prepare a Master Project Plan with Ganit Creat Schedule as discussed in class last week!	<ol> <li>Master Project Management Plan including Schedu in Gantt Chart form Prepared and Submitted to Supervisor via ernail, and to Instructor via ICSL Drop Box. Date no later than noon Sunday.</li> </ol>
				and, one to take that then annually.
		Alternatives Chapter contents &		
		Alternatives Chapter contents & formalting requirements:	Background Chapter preparation	Deliverables due Noon, Sunday, 14 FE 2021
6	2/15/2020	Alematives Chapter contents & formatting requirements: Career special lecture #1 No lecture - Presidents' Day	Background Chapter preparation	Deliverables due Noon, Sunday, 14 FE 2021 1. PROGRESS MEMO via email to SUPERVISIOR and also submitted to D2, dopbox.
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6	2/15/2020	Career special lecture #1 No lecture - Presidents' Day		1. PROCRESS MEMO via amal to SUPERVISOR and also submitted to D21. droptos.
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