

## **MEETING MANAGEMENT**

For the purposes of the senior design course, we will have four types of course-scheduled meetings:

**Project Management Meetings** – these meetings are held at the regularly scheduled classroom and meeting time. All students are expected to attend – these meetings are informational (course information delivered from the instructor), and the student teams will not need to prepare for these meetings.

**Presentation Meetings (Project Concept / Final Results)** – are scheduled once at the end of each term by the student team, and should include the course instructor and all other necessary stakeholders. Time at the end of the presentations is used for audience questions. The location and time for both of these meetings are scheduled in advance to accommodate the largest group of stakeholders and to protect IP appropriately.

The **Project Concept Presentation** is held at the end of the first senior design term, and is an informational meeting to describe the project purpose, summarize the research and design efforts, and present the design concept selected for implementation and testing during the second term. Components of the presentation are the Problem Statement and Constraints, the methods and design concepts considered, the rationale used for the selected design, and a description of the proposed design project to be undertaken in the following term. This would include expected functional performance metrics, project budget requested, and project schedule for the remaining term. (The project triple constraint.)

The **Final Results Presentation** is given at the end of the second term and closes the design loop for the team, instructor, and stakeholders. It should summarize the project across both terms, as well as document the final design and the performance of the design and project team. The Final Project Documentation and Deliverables will provide design details separately, but the student should address the team's performance on the project triple constraint as well as the project's functional performance.

**Student Team Meetings** – are held roughly every other week, usually in the classroom at the scheduled class time. These meetings stake out a common time for all members of the project team to be available, and the course instructor will also be available for consultation, as desired. If the student teams wish to use this time for off-site project activities, that is fine, too.

**Project Status Meetings** – these meetings are held roughly every other week during the term, and will consist of the student project team and the course instructor. We will usually meet in the classroom, during the regularly scheduled class time – unless there are some other arrangements made. These meetings are informational (team project status delivered by a team member, in rotational order), approximately 10 – 12 minutes in length, and will cover the following agenda items in order:

1. Progress Reporting for Current Period Tasks
2. Current Period Project Decisions
3. Next Period Project Tasks and Assignments
4. Budget Status
5. Additional Issues Requiring Instructor Action

Each of the Project Status Meetings must be preceded by an e-mailed progress report (use the format specified on the Materials page of the course website).