DECEMBER SNAPSHOT DAY  
GAUSS JOHNSON LABORATORY  
Tuesday, December 6\textsuperscript{th}, 3:30-4:45

PLANNING AHEAD:
- Send a personal invitation to your client as well as your technical advisor. Copy your lead instructor on this correspondence.  
- To save time, cut/paste from existing project documentation.  
- Have one team member show your display to your lead instructor for assessment.  
- Room locations for design teams will announced by email before class.  
- Poster/display should be fully assembled and situated by 3:30.

DISPLAY REQUIREMENTS:
- Give project title, sponsor, and team name.  
- Outline your major areas for project research as well as your results.  
  - Literature/Catalog Review  
  - Prototyping  
  - Modeling  
  - Experimentation  
  - Visualization (sketches, drawings, diagrams)  
- Clearly communicate your final product architecture.  
- Convincingly illustrate that ALL components of your design will work.  
- List unresolved issues and your plan for attacking these.

SNAPSHOT DAY PROTOCOL:
- Have your team binder and project proposal on hand with your poster/display.  
- Plan to show hardware/software proving workability of ALL subsystems.  
- Take turns manning your poster/display (15 minute shifts recommended).  
- Browse all of the posters/displays asking clarifying questions and offering advice.  
- Make a one-page logbook entry of lessons learned from the Snapshot Day.  
- Leave your poster/display intact and in place after the Snapshot Day. These will be referenced in assigning final grades.
END OF SEMESTER DELIVERABLES
Due 5:00 PM, Friday, December 9
(Place in box outside lead instructor’s office)

DESIGN REVIEW
Design reviews need to be scheduled by Nov 10th, completed by Dec 1st, and result in client approval of your design. Staple your design review assessment as well as an email from your client indicating approval of your design solution to a set of your design review slides.

LOGBOOKS
Include your lessons learned from the Snapshot and fill out a Logbook Quality Measure (scoring plus written self- and peer-assessment of your logbook this semester).

PEER REVIEW
Complete both quantitative and qualitative portions. Insert this in your logbook.

SNAPSHOT DISPLAY
Leave this up after the Dec 6th event. Secure all sensitive hardware.

WEB PAGE
This should include all key project documentation from your team binder—problem definition, project learning, conceptual design, system integration, and project management. Have your lead instructor assess and approve your web page by Dec 2nd.

DESIGN PROPOSAL
Obtain instructor assessment of your outline the week of Nov 28th. A complete draft of this should be on display at the Snapshot Day. Obtain instructor assessment of your draft proposal the week of Dec 5th.