MID-SEMESTER SNAPSHOT DAY
GAUSS JOHNSON LABORATORY, Rooms 107 & Room 111
Thursday, October 13th, 3:30-5:00

PLANNING AHEAD:
- SEND A PERSONAL INVITATION TO YOUR CLIENT AS WELL AS YOUR TECHNICAL ADVISOR. COPY YOUR LEAD INSTRUCTOR.
- To save time, cut/paste from project documentation.
- Have one team member show your poster to your lead instructor for assessment.
- Obtain white foam core from GJ design suite Wednesday afternoon.
- Use pins to attach printed materials/graphics to your foam core.
- Room locations for design teams will be announced by email before class.
- Easels, whiteboards, and tables will be made available Thursday afternoon.
- Poster/display should be fully assembled and situated by 3:30.

DISPLAY REQUIREMENTS:
- Give project title, sponsor, and team name.
- Provide paragraph description of project background and purpose.
- List expected deliverables from your project.
- Show pictures/diagrams/hardware that give insight about your problem.
- Post Needs Analysis Document (see Needs Tool).
- Post list of Constraints (see Needs Tool).
- Post Target Specifications (see Specs Tool).
- Demonstrate Project Learning: discoveries from client interview, literature review, catalog searching, early experimentation, and preliminary analysis.

SNAPSHOT DAY PROTOCOL:
- Have your team binder on hand with your poster/display.
- Take turns manning your poster (15 minute shifts recommended).
- Browse all of the posters/displays asking clarifying questions.
- Provide detailed problem definition assessment to at least four teams.
- Record best practices in project immersion that you want to explore.
- 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 mid-term grades.
PERSONAL & TEAM DOCUMENTATION
Due 5:00 PM, Friday, October 14th
(Place in box with lead instructor’s name in GJ 107)

LOGBOOKS with record of productive and ongoing project activity. Include your lessons learned from the Snapshot and fill out a Logbook Quality Measure (including a one page self-assessment and one page peer-assessment of your logbook to date).

TEAM BINDER organized with dividers including separate sections for Initial Project Summary, client/advisor communication, Needs Analysis and Constraints, Target Specifications, and Work Breakdown Structure.

URL for your project web page should be operational and your IPS, Needs Analysis Document, Target Specifications, and Work Breakdown should be posted. Contact Lloyd Gallup (gall1937@uidaho.edu) in GJ 112 if you have questions.

MOVING FORWARD AFTER SNAPSHOT DAY

Share your Needs Analysis Document and Target Specifications with your customer and technical advisor within the next week. Synthesize feedback and make final edits before Oct 24.

Before October 18th, read Chapter 6 (idea generation), Chapter 7 (concept selection), and Chapter 12 (prototyping) in the Ullrich and Eppinger text. These contain valuable tips for design team activity leading up to your conceptual design review.

Harvest best practices from prior capstone web pages and use the visual capabilities of the web to make your site a valuable tool for client communication surrounding your project.

Develop three or more viable solutions to your problem, including a detailed understanding of the implementation issues surrounding each solution concept.

Select a target date for your conceptual design review in early to mid-November, verifying the availability of your client.