Date: 9/2/05 from 1:00 to 2:20 pm
Location: ECE Conference Room

Purpose
Course Planning & Management

1. Planning: Week of Sept. 5th:
   a. Assessment Process-Joe
   b. Capstone Project Selection-SB

2. Planning: Week of 12th
   a. Project Selection--SB
   b. Phase Zero--DE

3. Planning: Long Term--Week of Sept 19th & beyond:
   a. *Advance the Course Schedule (SB: TM10)

4. Open Loops
   a. Update Project List (JL)
   b. Assess changes to Evaluation System (SB)
   c. Capstone Web (SB)
   d. Process on Web (DE?, BC)
   e. Report on Roles--Brice & Lloyd (email your role description to DFE for minutes)
   f. Decide on acquiring/managing photos of students--Joe
   g. Other

5. Assessment
   a. Role--Collaborator
      • values roles, accepts role assignments, & supports others in their roles
      • contributes to development of consensus goals and procedures (processes) for cooperation
   b. Process
      • Strengths, Improvements & Insights