Date: 9/12/05 from 1:00 to 2:20 pm  
Location: ECE Conference Room  

Purpose  
Course Planning & Management. Advance long term plans  

1. Planning: Week of Sept. 12th:  
   a. Phase Zero--DE  
      • homework assignment, diagram  
      • follow up (details) w/ SB  
   b. ABET Evaluation: deadline & revised measure  
   c. Project review & selection by students--SB  
   d. Assigning people to teams--SB  

2. Planning: Week of Sept 19  
   a. Speakers who set expectations (raise the bar): Don B., Chuck P.?, Frank?--SB  
   b. Developing Client Relations & Preparing for the 1st client visit--DE  
   c. Team Assignments & Tuesday session--SB  

3. Planning: Long Term--Week of Sept 26th & beyond  
   a. Project management workshop--JL  
   b. Web development workshop--SB  
   c. Information collection (ME)--IEW?  
   d. Information collection (EE/CompE)--  

4. Open Loops  
   a. Capstone courses for next cycle (SB)  
      • spring/fall, summer/fall, fall/spring, ??  
   b. Capstone Program Assessment (Continuous Improvement System) (DE)  
   c. Update Project List (JL)  
   d. Assess changes to Evaluation System (SB)  
   e. Capstone Web (SB)  
   f. Process on Web (DE)  
   g. Establishing roles (DE)  
   h. Capstone Long Term Plan (DE)  
   i. Teamwork--ABET outcomes assessment (DE)  
   j. Team and Leadership--Docs on Web (BJ)  
   k. Reporting ABET eval (ethics) to stakeholders (DE/JL?)  

5. Assessment