Design Team Assignments

Goals of Session
- Get to know the motivations, interests, and abilities of fellow design team members.
- Decide on a team name, client contact person, and webmaster.
- Schedule times for reviewing Initial Project Summary, first client contact, and interview.

Resources
Client name and contact information
Project information supplied by client
Initial Project Summary template
Guidelines for e-mail communication
Capstone course contract

Facilitation Plan

Preparation: Place resources in manila folder for each team.

Class Session:
- Stress importance of ownership in delivering quality results to client (Don B.– 5 min)
- Outline class timeline & expectations for next three weeks (Steve B. – 5 min)
- Announce team assignments.
- INTRODUCTIONS:
  - Where did you grow up and how did you come to attend UI?
  - What excites you most this project?
  - What previous experience do you have that could benefit the project?
  - What would other people be most surprised to learn about you?
  - What final edits do recommend for the capstone course contract?
- COMMUNICATIONS:
  - What is your team name? (used as email alias)
  - Who will serve as your contact person with your client?
  - Who will serve as your webmaster?
  - Review and clarify guidelines for Email usage in capstone design
  - Begin working on Initial Project Summary
- SCHEDULING:
  - Schedule review time with lead instructor
  - Schedule date/time/place for first client contact with lead instructor
  - Set tentative customer interview date with lead instructor
  - Sign up of team members for workshop sessions next week
- SUBMIT AT END OF PERIOD:
  - Team Name on Signed Capstone Course Contract

Follow-up:
Teams – Draft Initial Project Summary & plan team binder
Instructors - Review and approval of Initial Project Summaries
TEAM ORIENTATION WORKSHOP

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- Sign up team members for workshop sessions next week
  - Project Management – REN 111
  - Web Page Design – GJ 114
  - Background ME Research - GJ 111
  - Background ECE Research – JEB 328

SUBMIT AT END OF PERIOD:
- Team Name on Signed Capstone Course Contract
- Name of client contact person
- Name of webmaster
- Members signed up for next week’s workshops