Date: 8/29/05 from 1:00 to 2:20 pm
Location: ECE Conference Room

Purpose
Course Planning & Management

1. Agenda Management
   a. Problem: Too many agenda items
   b. Solution: Spend right amount of time on key items in each category; cut corners on others; finish on time

2. Planning: Week of 29-August
   a. Follow Up on Design Process
      • SB will revise the learning contract
      • DE will revise the activity
   b. Course Announcements--DE will make these announcements:
      • Progress Report to students on Project Finalization
      • Design Pre-Assessment--What happened to this?
      • Revision to course schedule
   c. Logbook Lesson
      • SB will get ready to go
   d. Ethics & Professional Practice Lesson
      • DE will make revisions to eliminate busy work.
   e. Next Meeting--Friday 9/2 @ 1:00

3. Planning: Week of Sept. 5th:
   a. Assessment Process-Joe
      • JL will revise lesson plan
   b. Capstone Projects--SB

4. Planning: Long Term--Week of 12-Sept. & beyond
   a. SB will update course Schedule & Send Out
   b. JL will post
   c. Drop session on project management; incorporate into instruction for phases.