Meeting Minutes

Date: October 12, 2005
Location: ECE Conference Room
Attendees: Brian Johnson, Don Elger, Joe Law, and Steve Beyerlein

I. Agenda
   A. Assess Team Assignment Process and associated documents
   B. Present first draft of Team Performance Assessment process
   C. Present Guidelines – Tasks for Concept Design
   D. Set Tuesday October 14, 2005 class session schedule

II. Minutes
   A. Assess Team Assignment Process and associated documents
      Attendees assessed the following items used to assign students to project teams:
      • the handouts used to define the inputs required by students (Project Bid Portfolio and Personnel Survey)
      • a document (Process – Assigning Students to Capstone Teams) used to define the process
      • a tool used to predict team performance
   B. Don present the first draft of a team performance assessment process.
   C. Don presented Guidelines – Tasks for Concept Design.
   D. The team set the schedule for the Tuesday October 14, 2005 class session.
      1. Present master schedule (SWB) (2 min)
      2. Give feedback on snapshot day, SII format (JDL, SWB, DFE) (6 min)
      3. Present Guidelines – Tasks for Concept Design (DFE) (10 min)
      4. Present measurement of team performance (DFE) (10 min)
      5. Video of the design of a Honda Motorcycle (SWB) (45 min)
         Don and Steve will arrive early to set up video.

III. Action Items
   A. Assess Team Assignment Process and associated documents
      1. Steve will update Project Bid Portfolio and Personnel Survey per the discussion and send to Don by 10/14/05.
      2. Steve will create examples of both Project Bid Portfolio and Personnel Survey and send to Don by 10/28/05.
      3. Joe will update the update the Team Performance Predictor Tool and distribute to the leadership team by 10/28/05.
      4. Don will update Process – Assigning Students to Capstone Teams per the discussion by 10/14/05.
      5. Don will bring together and make consistent Project Bid Portfolio, Personnel Survey and Process – Assigning Students to Capstone Teams and distribute to the leadership team by 10/28/05.