Meeting Minutes

Date: Monday, October 24, 2005
Time: 1:00 – 2:20
Location: ECE Conference Room

I. Minutes

A. Reviewed agenda and adjusted

B. Capstone Design Workshops on Tuesday, October 25, 2005

- PCB layout workshop moved to REN 111. Joe will let Greg know of the room change.
- Mech. Drawing will be held in Mindworks.
- Steve will send an email out to students letting students know of the changes.
- Students should obtain client approved needs and spec.

C. Assessed web-site; Steve will bring back in two weeks.

D. Friday’s Assessment Workshop

1. Items to have on hand
   - Course development binders
   - Course Handouts
   - Course design notebook
   - Proposal stuff that Don has done: Don will send to Joe today.
   - Labtop Don will bring his
   - Thumb drive: Don will bring
   - Steve bring three hole punch and stapler for general use

2. Our Goals: (Bob Carson, Brian Johnson, Don Elger, Steve Beyerlein, & Joe Law)
   - What program are we looking at?
   - Engineering Interdisciplinary Capstone or Technology Capstone (VIEW)
   - Focus on Capstone and prerequisite courses for Capstone
   - Market capstone and interaction with others around us; e.g., staff, other faculty
E. Agenda and time for next meeting, Monday October 31, 2005

- 1:00 – 2:20 pm
- Assess System Integration Practices (DFE)
- Assess Design Proposal Guidelines (SWB)
- ABET Ethics
- Plan the Tuesday November 8 Capstone Design Class

F. Agenda items for the Monday, November 7, 2005 meeting.

- Assess Design Proposal Guidelines (SWB)

G. Assessment
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