Capstone Meeting: October 11, 2006

Attendees: Joe Law, Steve Beyerlein, Tom Hess, Don Elger (recorder), Brian Johnson
Date: 10/11/06
ECE Conference Room

Agenda:

- agenda review & revision
- update capstone outcomes
- team stories & problem solving
- ABET data collection

Meeting Notes

- Update on outcomes—see outcomes page.
- Team Stories. Problem: Team looks fine doing all paperwork, but they are not really doing the engineering. Ideas for solution:
  - reviewing logbooks reveals what students are doing; provides good opportunities for intervention
  - making small prototypes
  - making concept sketches
  - decomposition—finding solutions for sub-problems
  - do a workbreakdown structure ==> assign tasks specific to project ==> have names assigned to tasks ==> think of technical deliverables in addition to paperwork
  - having mentors give feedback ==> they can be very direct.
  - process improvements; course improvements
  - getting to know kids via trips to visit client or social get togethers.

- ABET Assessment. Data is tabulated under "Planning" tab on course website.
  - Three assessments for this fall. Oral communication. Teamwork. Design
Skills.

- For oral communication, have students fill out measurement instrument; use student data as guidance; use your best judgement in scoring; see the scoring scale, for example, level 3 = summer intern
- on tabulated abet data: improve by averaging across rows
- measurements have been similar from year to year
- teamwork assessment data will be gathered just before Thanksgiving; team agreed to support Steve's NSF project; team would like training; get together & get it done

- Documents & how we are going to proceed?
  - We are using wiki's & have existing web.
  - how are people using existing web resources?
  - may transition to wiki in Jan 07
  - we may way to get a wiki server; have this operated by CTI?

- Schedule
  - no meeting next several weeks; next meeting is 8th of Nov; then the 15th; 29th; Dec 5th
  - design reviews => instructors will get info from teams & then send to SB
  - Steve will be away 1st week of Nov.

Action Items

- All--as teams schedule their design review, send the time & place to Steve