

**DESIGN TEAM DOCUMENTATION REQUIREMENTS****Team Meetings:**

Each design team will meet formally once a week. An agenda will be prepared for each meeting with the following minimum items:

- Review of last weeks performance compared to planned.
- Specific planned performance for the next week.
- Evaluation of overall progress versus the schedule.
- Problems or issues requiring resolution, and the status of each.

Minutes will be kept summarizing the discussion on all agenda topics. A copy of the minutes will be sent via email to the instructor and teaching assistant after each meeting.

**Weekly Status Reports:**

Each design team will submit a weekly status report by email to the instructor and lab TA. This shall be a 2-3 paragraph narrative describing the team's progress to date in both a qualitative and quantitative manner.

Specifically, it must include the following;

- a. Whether the project is ahead, behind, or on schedule.
- b. An assessment of % completed versus % planned versus % of semester-gone-by. Address those activities that are ahead or behind schedule.
- c. If significant schedule slippage has occurred, include a plan describing how the team will recover.
- d. A general description of the team's progress, major issues, and expected progress in the next week.

**Lab Notebooks:**

Each team will keep a lab notebook in a three ring binder with at least these required sections.

- Section 1: keep hardcopies of all meeting agendas and minutes.
- Section 2: copies of returned deliverables.
- Section 3: copies of all working design documents. Marked-up documents are fine, but you should print revised documents when the mark-ups become excessive, and retain the old document as well.
- Section 4: copies of datasheets for any components used (you do not have to keep the entire datasheet in paper format, but you should keep at least the first page).

The complete lab notebook will be turned in at the end of the semester with the final project deliverables. The lab notebook must be brought to all meetings with the instructor and/or teaching assistant.

**Team Contracts:**

Each team will draw up a contract codifying the organization and operation of the team. In particular, it should address

- individual roles (rotation of roles is expected),
- meeting arrangements,
- process for handling disputes, and
- any other information that the team feels is important.

All team members must sign the contract, and a copy be placed in the lab notebook after approval by the instructor.