

Collected End-of-Quarter Announcements (v. 1.1)
BE-406, Spring 2010, Dr. C. S. Tritt

Summary of due dates:

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| Framed Poster Return | Friday, May 28 after Design Show |
| Complete & Final Documentation | Friday, May 28 at 4:00 pm (bound, clear cover copies) |
| IAC Presentations | Friday, May 28 from 9:00 to 10:00 am in S-366 |
| Documentation CDs | Friday, May 28 by 10:00 am |
| S-327 Cleanup | Thursday, May 27 by 2:00 pm |
| Framed Poster Pickup (from TSC) | Wednesday, May 26 |
| Senior Debriefing | Wednesday, May 26 from 8:00 to 10:00 am in L-304 |
| IAC & Table Staffing Lists | Wednesday, May 26 by 5:00 pm |
| Logbooks | Wednesday, May 26 by 5:00 pm |
| Complete & Final Documentation | Wednesday, May 26 by 5:00 pm (via e-mail) |
| DHR | Wednesday, May 26 by 5:00 pm |
| Team Member Evaluations | Wednesday, May 26 by 5:00 pm |
| CE & SE Documents | Friday, May 21 (several overdue) |

Here are my recent design announcements in reverse chronological order...

The 10 minute IAC presentations are formal. Your audience will be technically literate. Tell them what you think is interesting and/or important about your project and/or device. Bring and show your prototype. I'm internationally giving you a lot of flexibility on the format and content of this presentation.

You should have one complete set of your documents: the design report, the user manual and the partial maintenance manual printed and bound for the design show. Turn these in to me after the show.

The full text of MSOE's patent policy can be found at:
<http://inside.msoe.edu/academics/documents/patpol7a>.

Paragraph C of the policy requires the prompt disclosure of inventions to the Dean of Applied Research (currently Mr. Tom Bray (bray@msoe.edu)). I would interpret this as being prior to graduation. I have attached an MSOE Invention Disclosure form to this message for your use. Mr. Bray tells me a typical invention description should only be a few pages long. Under the

policy MSOE pays all the costs associated with obtaining the patent and the inventor receives 33% of the first \$100,000 and 25% of net royalty income in excess of \$100,000.

Due to the costs associated with obtaining a patent, it is likely that MSOE will decline to pursue any patents on your behalf. I am currently seeking clarification from Mr. Bray on how such a discussion will be communicated. The design show on May 28 may very well constitute the public disclosure of your idea, so any patent applications will have to be filed within a year of the show.

Keep in mind that the overall concepts of your devices would probably not be patentable as they would fall in the prior art or obvious categories. What might be patentable would be some detail of how you solved a problem within your project. Honestly, I don't think teams 2 or 5 would have anything to patent. Teams 4 and 6 very well might have one or more ideas that should be considered for patent protection. I don't have an opinion about Teams' 7 and 8 work.

I'd like to talk to members of teams 4 and 6 regarding preparing a disclosure prior to next week's show.

The posters turned into TSC are the ones that will be placed in the halls, so it is important that they look good. Be sure to tell the techs in S-301 that you want your posters printed in high quality mode. If they refuse, let me know.

I've gotten questions from a couple of groups today regarding how to deal with items that have not yet been completed, but can be reasonably anticipated to be complete by next Wednesday. You may write sections as if the work has already been completed. I suggest you mark these items as "provisional" in your documents to avoid the possibility of forgetting they've not yet been completed and having incorrect material in the final versions.

Posters can be written based on your reasonable expectations, without stating the results are provisional. You'll just have to be ready to point out to people you're talk to at the design show, that the information is not correct due to printing deadlines. This is, or at least should be, a little embarrassing so I suggest you be somewhat cautious about your claims.

There appears to be at least a little confusion about your BE-472 (BE Controls: Digital) final exam. In place of an exam, there will be a mandatory senior debriefing from 8:00 to 10:00 am on Wednesday, May 26 in L-304. At this meeting we'll discuss the results of the senior survey. This is not intended to be a simple grip session. It is intended to provide constructive feedback

that we can use to make the program better. I will also ask you about your career plans, job search and placement status (probably by way of a paper or online survey).

I'll bring bakery items and coffee for the class.

Let me clarify and define some document due dates. As was previously announced, complete documents are due tomorrow (Wednesday) by 5:00 pm. By complete, I mean all sections must be present including testing and recommendations and conclusions.

I realize that complete is not necessarily the same thing as final. Final documents are due next Wednesday by 5:00. You may continue to test your prototypes and revise your documents during the coming week. This should not have been necessary (you've had 16 months since your junior presentations), but I realize all the teams continue to be significantly behind schedule.

Similarly, I'm also making logbooks due by 5:00 next Wednesday (May 26). I urge you to spend Thursday, May 27 making final preparations for the IAC presentations and the design show.

To avoid misunderstandings and possible confusion, please provide me with a firm schedule of who will be doing your team's IAC presentations (10 minutes each between 9:00 am and 10:00 am) and staffing your table during the design show. Your table staffing schedule should list who will be there during all times between 10:30 am and 3:30 pm next Friday.

Teams with CEs and/or SEs should work with them to be sure someone is present to answer software questions related questions at all times. This does not mean the CE or SE has to be there at all times; just that someone who has been briefed on the software is always available. Really, this goes for all special aspects and subsystems that make up your design. There should always be someone available to explain what you have done and why for every part of your prototype and its testing.

You should also have printed copies of your documentation and your DHR available at your table during the show.

Be sure to return anything you've borrowed to TSC (and other owners). Also plan to clean up S-327 late next week. You are welcome to keep your prototypes or donate them to MSOE. If you donate them, I'll using them when we have would be student tours and presentations.

Just in case this got lost in the rush last week, the Tech Support Center (TSC) will frame your posters for you (there is no need for you to laminate them or mount them on foam core).

Poster size is 30" X 36" Landscape.

Deadline for poster to be turned into TSC for framing is 5/21/2010.

Framed poster will be ready for pickup on 5/26/2010 from TSC.

After Student Project Show on Friday 5/28/2010, Return their Framed poster to TSC for mounting in hallway.

From Marty Handley: Please pass along to all your Senior design teams that there will be Cousins Subs & Soda in L-338 Conference Room for all our department Seniors Design Teams along with their advisors during the the show next Friday the 28th. I'll probably have it in there & ready by 11:30AM. Until it is gone probably about 2PM. I just checked with Gary Shimek & he verified it would be OK to eat in the library. We will be going around to collect the lunch plates & cans to dispose it in the dumpster down in Facilities as part of our clean up of the library & return it back to normal status. Ask your seniors to dispose of lunch leftovers in the Large Trash cans in the library, near the 2nd floor exit.

I only want one set of paper copies of you documentation and these should be submitted when you have completely finished making changes to your documents (no later than the Friday morning of the design show) [Later changed to after the design show].

It appears the true poster deadline for framing is May 21 (next Friday). Due to the expected rush in CCSD, I'd suggest you have them done by Wednesday and submit them for printing no later than Thursday. When they are done, you are to drop them off at the TSC.

I've set up a "drop box" for each team. The dropboxes have names like "Team 10-X" where X is the team number. In a few minutes I'll be sending sharing invitations to these folders to all the members of each team. The sharing invitation will include a link to the Dropbox website (<http://www.dropbox.com>). You will need to create a Dropbox account based on your e-mail address to access your team's folder. You have the option of installing the Dropbox software on your computer. Installing the software completely integrates Dropbox with windows. This allows you to use the Dropbox folder just like any other Windows folder. The only difference being that any files you put in your team's Dropbox folder on your computer will automatically appear in your team's folder on my computer the next time I connect to the internet. If you don't want to install their software, you can still access your team's Dropbox folder via the Dropbox website.

Please place all design submissions for the remainder of the year in your team's Dropbox folder. Do not e-mail me large files.

I'm realizing that if you all e-mail me your team documentation on Friday, my mailbox will likely exceed its size limit. I have a Dropbox account and will setup individual shared folders for each team tomorrow. Please place your documentation in these folders when you have it ready. I'll send complete instructions on doing this in the morning.

"Final" BE project documents are due this Friday (May 14) by 5:00 pm. I will grade what you turn in at that time. You may, and should, modify your documents after the deadline and resubmit them if you make changes to your projects.

BE students and teams do not have to provide memos this quarter.

CE and SE students should cooperate with the BE by providing as much information as possible in a timely manner, after all their grades depend on it. I'll send out a separate message later this afternoon outlining my software documentation expectations. The deadline for the formal CE and SE submissions will be Friday, May 21.

I was reasonably pleased with the unfinished prototypes demonstrated in lab today. In the interest of giving you time **to do a better job** than you'd have time to do with the current deadline. I have decided to give you one more week to complete your software documentation, design verification and validation experiments and state your final recommendations and conclusions. These are simply the last 3 sections of your design reports. You are welcome to turn in what you have completed in these sections, but I will not evaluate it until next Wednesday (5/19). I will evaluate all the preceding sections (front matter, introduction and background, design and costs). Be sure to include dates and version numbers on your reports so I'm certain I have the most current version when I grade.

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Attached is a document describing the copyright and copyright assignment options for your documentation [Now available from Website].

The documents due Friday can be submitted in electronic form. In particular, there is no need to have your poster printed if you think it is likely that it will be changed prior to the design show. However, keep in mind CCSD will be busy printing a lot of poster in week 11 and a couple of years ago they ran out of ink about 2 days before the design show and didn't get more ink until the night before the show. So don't wait until the very last minute to print your posters.

Please make a CD (or multiple CDs) with all your documents, code, drawings, etc. Include a Table of Contents (ToC) file (in Word or Open Office) format describing the CD contents in the root folder. The ToC file doesn't have to list every folder and file on the CD, but should provide enough information to make finding what someone is looking for relatively easy. Place this CD (or these CDs) in your updated DHR. The deadline for the CD is Friday, May 28.

All members of some teams and most members of the rest of the teams appear to be making substantial progress on the design projects. That being said, all the BE teams appear to be significantly less far along than I'd like at this point. You should have had completed prototypes at the start of this quarter so all you would be doing this quarter would be testing and documenting.

I want to see "completed" prototypes in lab by next Wednesday, May 12. I really don't see how you'll be able to meet my testing and documentation expectations if you don't have everything together and working by then. Each team should use Outlook to request a 30 minute time slot between 11 and 2 next Wednesday to meet and discuss your **working** prototype.

In the mean time, please try to keep the S-327 as tidy as possible (consistent with getting your prototypes assembled). There is a video crew on campus recording some kind of "virtual visit" and they may want to shot in the lab.