Message 1 – BE-404 Preliminary Announcements

Here are two preliminary announcements for the BE-404.

I split up the system and detailed design review outlines and substantially changed system design review rubric. The latest versions of these documents can be found in my faculty outbox and now on the web at http://myweb.msoe.edu/~tritt/be4xx/ClassOf2010.html.

I will send out a due dates for your updated Device Design Record, individual and team summer memos, individual book reports and team System Design Review document shortly. I'll also soon send a notice with the dates for your System Design Reviews.

Message 2 – Important Design Dates

Please review the following dates carefully, this is a bit complicated…

Due Dates for Design Assignments

Logbooks – Drop off in L-350 by 4:00 on Tuesday, September 8. Books will be ready for pickup in L-350 by noon Thursday, September 10.

Individual Memos and Book Reports and Team Memos – electronic versions due by noon, Wednesday, September 9.

System Design Review Documents – 1 printed copy and electronic version due by noon, Monday, September 14.

Device Design Records – Place printed copy or CD in S-327 by noon, Monday September 14.

Important meeting dates for BE design and BE-404:

Wednesday, September 9 at Noon (BE-404 lecture period) – Meet with all PMs & APMs (all others are excused from this meeting) to discuss locker assignments, design review documents and procedures, and finalize the design review schedule. I know some students have to be out

of town on Friday of weeks 2 and 3 when the design reviews will happen (see dates below). Please determine which of the 2 Fridays all your team members can attend.

Friday, September 11 – Noon Team 2; 12:30 Team 4; 1:00 Team 5; 1:30 Team 6; 2:00 Team 7 and 2:30 Team 8 (BE-404 lab period) – Meet with each team individually to discuss progress and answer questions regarding design document, procedures and expectations.

Friday, September 18 – between noon and 3:00 – System design reviews – 1st three teams.

Friday, September 25 – between noon and 3:00 – System design reviews – other three teams.

All students should plan to attend BE-404 lecture and lab for the remainder of the quarter. Students will generally not be required to attend the full lab period, but generally should be available and account for time absent.

Since I may be out of town during large parts of the 2nd and 3rd weeks of Winter Quarter, detailed design review documents may be due Monday of week 1 and the design reviews may occur at the end of the first week (between November 30 and December 4).