

Team X Approach to Design:

1. **Structure:** regular work sessions are scheduled. For this course, you are scheduled to meet every Tuesday and Thursday for the duration of the class (until 5:30 pm).
2. **Attendance:** all team members should be present during the work sessions.
3. **Tools:** Team members should bring analysis tools needed to the room. These tools include but are not limited to: laptop computers, overhead projectors, large-format pads of paper, books, and catalogs from manufacturers.
4. **Leadership:** each team should select a facilitator. The duties of the facilitator are (1) to keep the team on schedule; (2) monitors activities of the team; and (3) distributes work/information throughout the design team.
5. **Interactions:** design responsibilities will be divided amongst the different group members. During work sessions, preliminary design or design data will be posted (could be on a computer screen, overhead projector, large piece of paper, etc.) for all to see. This approach is designed to enhance the transfer of information between team members and increase productivity.
6. **Grading/Feedback:** peer and advisor reviews will be used to assess your performance within the team.