ME 4054W: Senior Design Projects
End of the Semester Logistics
Fall 2011
## Schedule: What’s happening between now and the Design Show

| Nov 22  | Lecture: Course Logistics  
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<tr>
<td></td>
<td>Team Meeting</td>
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<tr>
<td>Nov 24</td>
<td>Thanksgiving</td>
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<td>Nov 29</td>
<td>Team Meeting</td>
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<td>Due: Design Evaluation</td>
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<td><em>(Design Report Assessment #4 - Supporting documents for Design Evaluation are not due at this date just Volume I)</em></td>
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| Dec 1  | Lecture: The Design Show  
|        | Team Meeting               |
| Dec 6  | Lecture: Intellectual Property  
|        | Team Meeting               |
| Dec 8  | Team Meeting               |
|        | Due on Monday December 12: Final Design Report *(Design Report Assignment #5)* |
| Dec 13 | Design Show! *(Coffman Union Great Hall, Open to public 2-5 PM)*  
|        | Due: Notebook               |
| Dec 15 | Relax!                     |
|        | Due: Peer Evaluation       |
Important Dates

- 11/29 Evaluation Chpt. Draft Due
- 12/12 Design Report Due
- 12/13 Design show
- 12/20 Technical Report Summary Sheet
Resources

- Assembly space: ME 388
- Rapid prototyping: allow at least 1 week
- Equipment available for loan: data acquisition boards
- DFE tutorial
- Shop hours: M-F: 12:30-4:15

Find details at Course website->resources
Purchasing: What to do if you have project expenses

If project is sponsored by a company:

- What does the course pay for:
  - Copies?
  - Cost for your design show display?
  - Supplies or materials for building your prototype?

When will a project team be reimbursed for up to $100?

Course website->expenses
Purchasing: What to do if you have project expenses

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only projects advised by UMN faculty
Prototyping

- Is there a limit to the part size?
- How many RP parts can be made?
- What is the lead time that you should allow?

Contact: Victor Okali or Adam Gladen

Find details at Course website->resources
Misc Report Items (you may not have thought about)

3.1 Evaluation Reports
This section contains the research reports that validate the design criteria. Every design criteria listed in Volume I is explicitly evaluated. The evaluation reports from Volume I are simply the abstracts from these evaluation reports.

For each report, have an introduction, method, results, and discussion section. If the same apparatus or method is used to evaluate different criteria, there is no need to re-describe your previous explanation.

3.3 Environmental Impact Statement
This section outlines the impact your design has on the environment. Every design impacts the environment in some way. Read the design for environment webpage for more info: http://www.me.umn.edu/dfe/.

An environmental impact statement has four main parts: purpose and need, impact to environment, alternatives to design, and discussion.

3.4 Regulatory and Safety Considerations
Hazard analysis matrix
Tech Reports

Brief technical reports will be the natural outcome of many team tasks. Reports can be in the form of powerpoint slides or a technical document. Archive in the working documents section of the team site.
What’s in a Tech Report Summary Sheet

- Complete cover sheet, submitted by an individual
- Coversheet is basically your name, and lists the three items that you have chosen to represent your project contribution
- Provides evidence of your unique contribution to the project
- Include either the document or a link to the location where the document can be found
- Due December 20th (or anytime before). Turn in to our course webvista site.