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.