

5. Team Composition:

- a) Teams will be formed by the instructor during the first Lab meeting.
- b) Teams will typically consist of 4-6 members.
- c) Teams exist for the entire semester.
- d) Teams should have a combination of EE and COMPE students.

6. Responsibilities of the Team Members:

Individual Design Tasks: Each team member will actively participate in the design and construction of the project. Which includes the following activities:

- a) Submission of weekly written and oral progress reports.
- b) Actively participate in the weekly team meetings.
- c) Provide technical information for the team web site.
- d) Supply text and technical illustrations for power point presentations.
- e) Prepare an individual contribution for the final report.

Individual Non-design Tasks: Apart from the team design project responsibilities, each team member will be in charge of coordinating a specific non-design activity. They are:

- a) Project management (Gantt chart, meeting notes, weekly report submission)
- b) Editor of the reports (Organization and coordination of proposal and final report)
- c) Parts Manager (Coordinate ordering parts, budget etc...)
- d) Presentation coordinator (PowerPoint, presentation rehearsal coordination)
- e) Web page design
- f) Repository manager
- g) Secretary (Team meeting notes, weekly report submission)

7. Grading:

The approximate grading for the course is as follows:

10%	I	Participation in Team Meetings (Weekly Reports and Presentations)
10%	T	Project Proposal
10%	I&T	Team Presentations
25%	I&T	Project Evaluation and Performance (Contest Rank)
20%	I&T	Design Day (Booth, Poster, Website, Public Engagement, Etc.)
5%	I	Peer Evaluation
5%	I	Individual Non-design Responsibility
15%	I&T	Final Report

8. Tentative schedule of deliverables throughout the semester:

Jan. 26-30:	Team Formation (Team Name, URL, Contact Sheet, Repository)
Feb. 23-27:	Written Project Proposals due
Mar. 2-6:	Team Presentation of Project Proposal
Mar. 18, Sunday:	Preliminary Website online
Apr. 20-24:	Practice Final Oral Presentation (Team Meeting)
Apr. 29, Sunday:	Team Website to be Graded
April 30, Monday:	Mini-Sumo Robotic Contest
May 1, Tuesday:	Formal Oral Presentations
May 2, Wednesday:	Design Day 1:30-3:30 in Montezuma Hall
May 10, Thursday:	Peer Review Due
May 10, Thursday:	Final Report is due by 4PM