



9/23 Meeting Agenda

- 1) Continue to check SLACK
 - a) We will send me updates in a moments notice
 - b) Many are time dependent
 - c) Be available and responsive

- 2) Peer Review Survey
 - a) Will do on Monday
 - b) We will discuss with us all

- 3) SMART Goals
 - a) Evaluation of folder location
 - b) How to complete assessment

- 4) Upcoming due dates
 - a) **Safety Plan and Review (due before “hands-on” work commences)**
 - i) Describes a safety plan and risk assessment specific to each project. This includes risks associated with fabrication of prototypes, but also risks to any human participants in your project (e.g. any interactions with people outside of your team, including surveys or focus groups, will require IRB approval). This document must be completed and approved by the instructor before any work is begun that would put people or property at risk. The safety plan must document the processes, constraints, and equipment that will be used to ensure the safety of all participants and the preservation of property.
 - b) **Final Design Proposal (Target Date 11/9/2022): Website Eval**
 - i) Presents the design problem and lays out the deliverables in the proposed Statement of Work (SOW) in response to the Request for Final Proposal (RFFP). Your team should also enumerate the particular specifications that your prototype (and attendant sub-systems) must meet, and how published codes and/or standards identified in the preliminary design study will influence your design. Intended engineering



solutions and design choices based on those specifications should be thoroughly explained including any supporting analysis and experimental results which clarify the validity and completeness of the engineering design specifications. A qualification test plan for the systems must also be included. The proposal will contain an updated and refined schedule outlining the work for the rest of the project and a report requesting and justifying a budget for the project.

c) Statement of Individual Goals (11/9/2022)

- i) States the role, deliverables and contributions expected of a team member to the project. This report will help to define the responsibilities and expectations of each team member.

5) Already Made Diagrams/Pictures?

- a) Send to Anna McKay

6) Review of Purchase Order

- a) Wey wants Amazon primarily
 - i) Easy to return and reorder if needed
 - ii) Quicker