

# LAFAYETTE COLLEGE

*Electric Formula SAE 2020-21*

Easton, Pennsylvania 18042-1775

## **FSAE Electric Formula Car Minutes– 3:10, Zoom, September 4, 2020**

- Feedback survey
  - A few Responses so far, make sure to respond if you have feedback
- Upcoming Due Dates
  - (9/21)
    - Two Deliverables
  - (10/19)
    - Three Deliverables
  - Five Minute Status Report
    - Mostly a general status report
    - The idea is for it to be short (3-4 Slides)
    - Think about what the most important things you're doing are
    - One person steps up to present for the group. (Most likely a MechE student)
- Tentative Schedule
  - Each sub-team should complete a goals/WBS document for Monday
    - Make sure goals are SMART
    - Timeline is not final, simply a first draft
    - A good catchall goal is to "pass a robust acceptance test"
  - Project Wide WBS will be created from those submitted documents and distributed within the week
- Team Leads
  - Role of responsibility
    - Provide oversight for a given subteam
    - Speak at meetings to give updates
  - One from each team, determined by 9/7
  - Not responsible for all answers to every question, but rather responsible for directing people towards the answer.
- System Engineer
  - Facilitates inter-system communication
    - Familiar with their whole "area of expertise"

- Not intended to run meetings, but instead meant to listen
- Provides Feedback on designs that is less formal than Design reviews
- Subsystem Check Ins
  - Short check in with management to keep the team on the same page
  - 20 minute meetings to discuss any problems/blocks in the process