



**College of Engineering**  
***GE106: Introduction to Engineering Design***

**Course Assessment Policy  
and a Quick Guide to Meetings**

**By**

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# Outline

- Course Ground Rules
- Management and Assessment Policy
- Examples of Final Projects
- Quick Guide to Meetings
- Planning Meetings
- Preparing for Meetings
- Running a Meeting
- Transition to Next Meeting
- Activity Time

# Course Ground Rules

1. **Academic Integrity** is a must.
2. **Punctual attendance** is mandatory.
3. **Late assignments** are penalized.
4. **No makeup studios** (studios are unique for each section).
5. **Grading** is based on teamwork as well as on individual contributions (**You will be asked of your specific contributions to each phase of the project**).



# Management and Course Assessment Policy

- Need to keep a **logbook**: a notebook (not papers) to record all team activities throughout the whole semester.
- **Follow an action plan for team meetings**

**A. Agenda-items for discussion at the meeting**

- 1.
- 2.

**B. What we accomplished at this session**

- 1.
- 2.

**C. Our goals for the next session**

- 1.
- 2.

**D. What we need to do before the next session:**

Person responsible:

\_\_\_\_\_

Completion date:

\_\_\_\_\_

# Why keeping a logbook is important?

- To organize thoughts and prove origin of an idea in legal situations.
- To use it as a report in case of loss of data.
- To know the responsibilities of each team member in the project.
- To find answers to previously discussed topics easily.
- To track the project progress.
- **Log books will be collected and evaluated individually.**



# Evaluation and Grading

Final exam (40%)

Tutorial (10%)

Classwork (15%)

Final Project (35%)

Poster (5%)  
Logbook (5%)

Technical Report (10%)

Oral Presentation (15%)

- Organization, Appearance and Formatting
- Style, Grammar, Spelling and Quality
- Needs Analysis and Problem Statement
- The Design Process

- Self confidence and clarity of presentation
- Presentation Skills and Timing
- Answers to technical questions
- Introduction
- Project management
- Problem formulation



# Examples of Final Projects

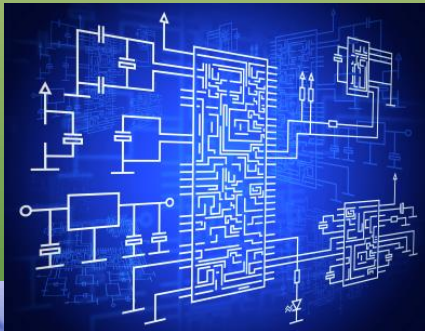
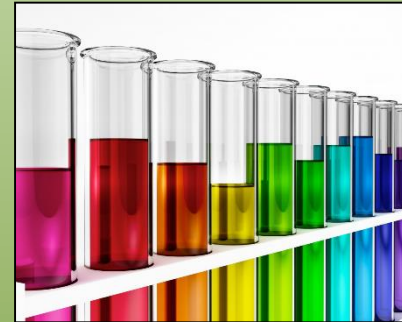
(just examples and not to be selected)

## Chemical engineering

- Design of a unit of water desalination
- Design of a unit of sugar extraction from plants

## Mechanical Engineering

- Design of a steam generator from solar energy
- Design of a greenhouse weather conditioning



## Electrical Engineering

- Design of a car rear impact prevention system
- Design of mobile ringing prevention system
- Design of a solar-wind hybrid electricity generator system

## Civil Engineering

- Design of an open/closed air roof stadium
- Design of an “easy clean” kids pool



# Quick Guide to meetings

- Get acquainted
- Clarify the project
- Choose a leader and a recorder.  
*Your group can decide to rotate leadership among members*



- The leader should keep the meeting on track and on time
- Consider how you will provide leadership for the various phases of the project.



# Planning your meetings

- Set regular meeting times (weekly, twice weekly, etc.) and make every effort to meet during this time block.
- Set a beginning AND an ending time for your meetings.



- Prior to or at the beginning of the meeting, determine how much time to spend on each agenda topic.
- Prioritize what **MUST** be done at the meeting and determine what topics are of lesser priority.
- Low priority topics can be held for the next meeting if necessary.

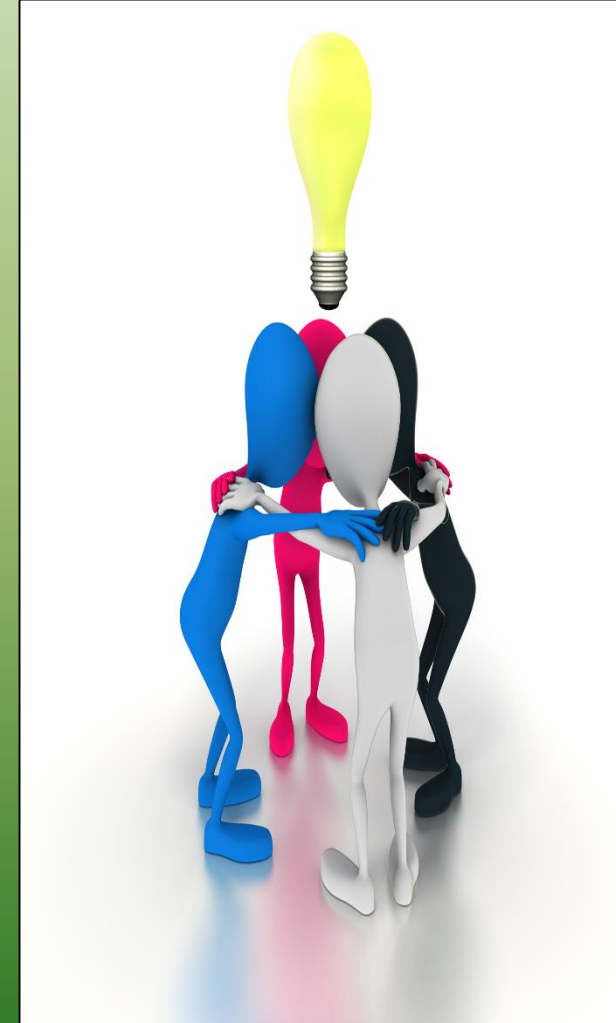
# Preparing for meetings

- Prior to each meeting each team member should complete tasks assigned at previous meetings.
- Prior to each meeting, the recorder, in coordination with the leader, should give the agenda, decided upon at the previous meeting, to team members.



# Running a Meeting

- Start (and end) the meeting on time
- Stick to the agenda (as much as possible). The leader is responsible for keeping the meeting on time and on track.
- Use brainstorming techniques for creative sessions.
- Attack problems, not the people in the group. Try to reach a consensus.
- Divide up the tasks.
- Take turns to do various tasks.



# Transition to Next Meeting

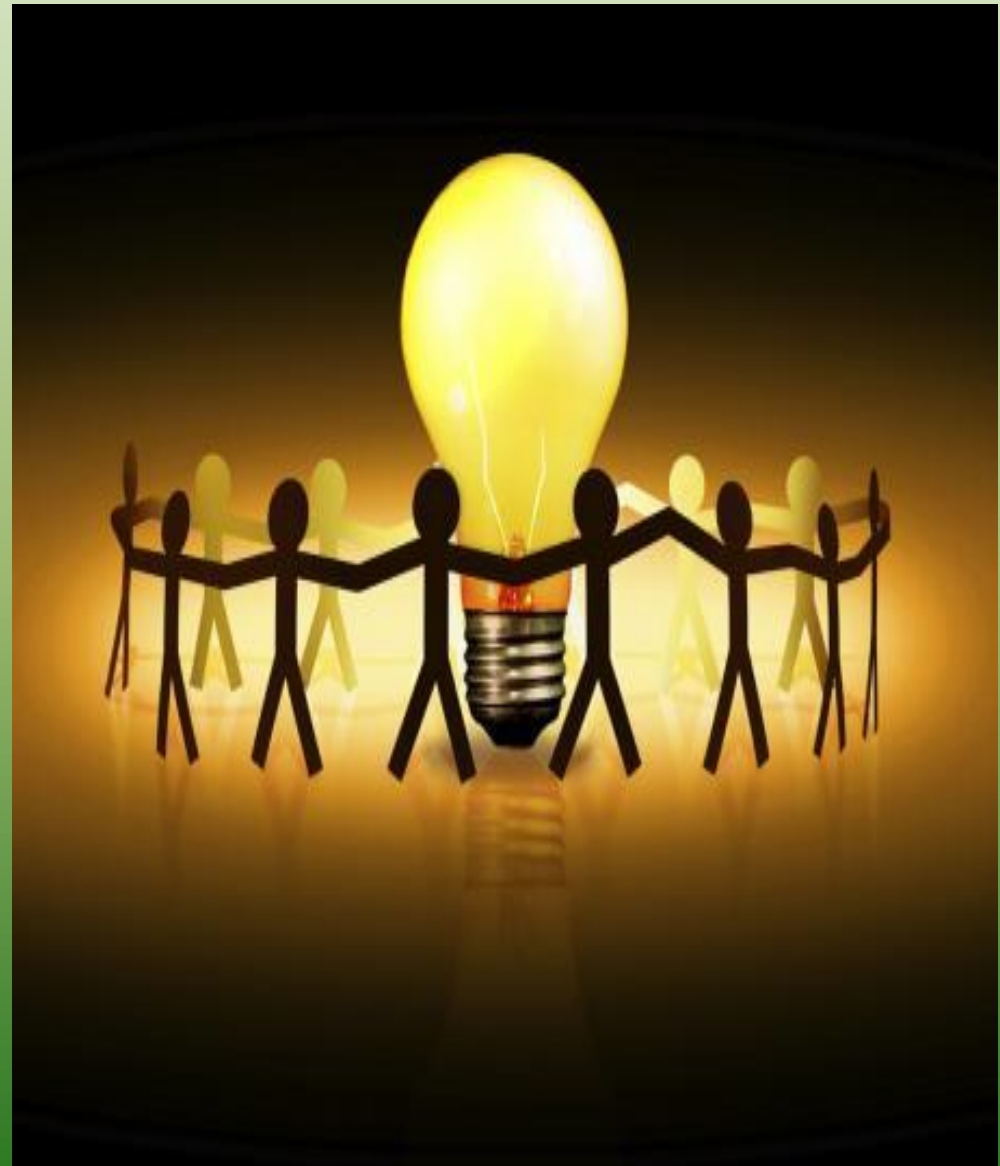
- During the meeting record the decisions, deadlines, assignments. See "Action Plan."
- At the end of each meeting:
  - ✓ Review the decisions and deadlines
  - ✓ Make certain all team members know their responsibilities
  - ✓ Evaluate your meeting processes, how your group worked together, and suggest changes for improvement

**Next Meeting**

## ACTIVITY

Practicing preparing agendas and taking meeting minutes

- Form groups
- Assign a meeting topic
- Prepare a short agenda
- Conduct the group meeting
- Record minutes within the allocated time





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