



GE105

Introduction to Engineering Design

College of Engineering

King Saud University

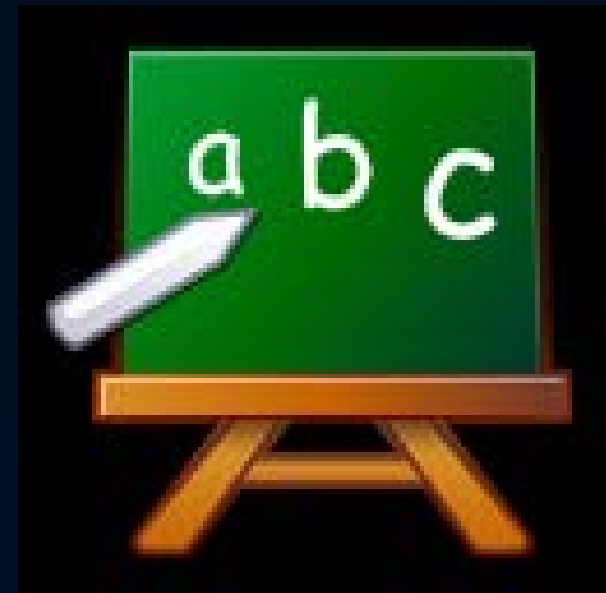
Studio 1

Course Assessment Policy and a Quick Guide to Meetings

SPRING 2016

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 team work and also on individual contributions



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 data loss
- To know the responsibilities of each team member in the project
- To find answers to previously discussed topics easily
- To track the project progress



Evaluation and Grading

Final exam (40%)

Tutorial (10%)

Classwork (15%)

Final Project (35%)

Technical Report (10%)

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

Oral Presentation (15%)

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

Poster (5%)
Logbook (5%)



Note: Up to 5% bonus can be given to extra and exceptional efforts in the final project

Examples of Final Projects

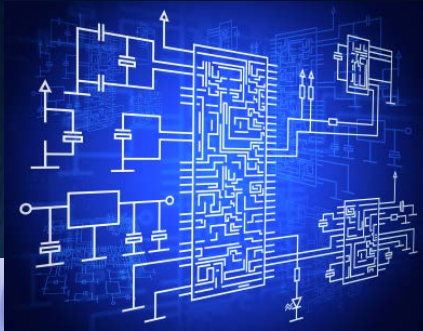
(just examples and not to be selected)

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 easily cleaned 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.

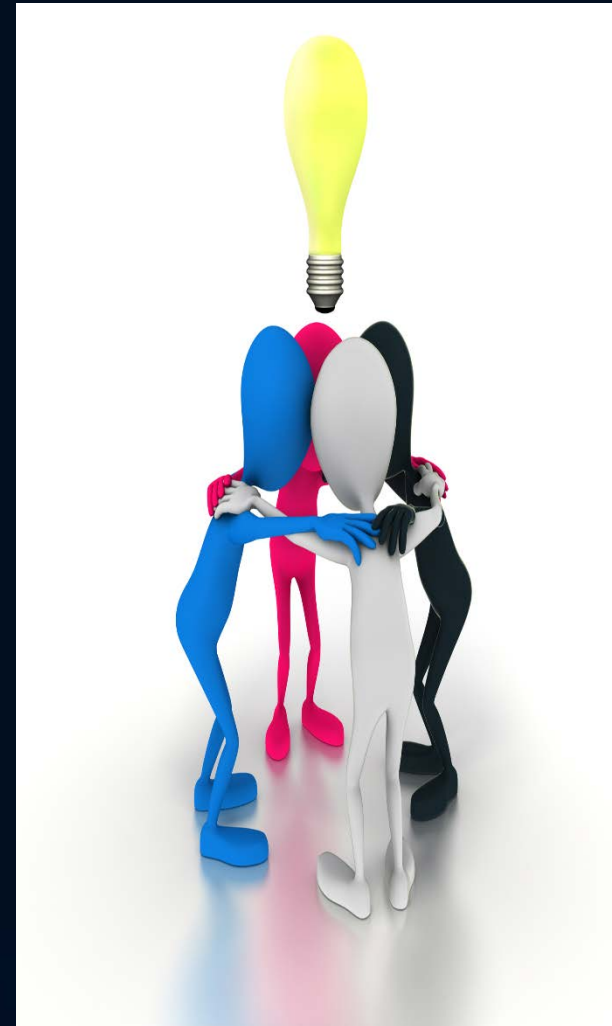
Preparing for meetings

- 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 consensus
- Divide up the tasks.
- Take turns doing 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



ACTIVITY

Practicing preparing agendas and taking meeting minutes

Form groups and assign a meeting topic for which a short agenda is to be made. Groups should conduct the meeting and record minutes within the allocated time

