

ECE Senior Design Program

Agenda for August 28, 2019

Senior design requirements

1. Senior Design numbers:

- Great number of interdisciplinary projects:
31 projects = 23 ECE + 4 ECE/ME + 2 ME/ECE+ 1 ECE/BME/ME + 1 ECE/CBE/ME
- Nice mix of student majors:
ECE, ECE Indep. study, BME/EE, BME/ME, CBE, ME;
expect interaction with COB students – MKT364
- Supervised by 19 ECE and 2 ME faculty, a number of Industry mentors (and EIRs!)
- 4 sponsored projects (Keysight, Woodward, Wolf, and one non-profit)

2. Career Fair Dates

CSU Career Expo and Internship Fair – 9/24, 9/25
College of Engineering Career Fair – 10/3

3. E-mail

- [*@Rams.colostate.edu](mailto: *@Rams.colostate.edu) will be used
- Organize e-mail correspondence

4. Project work ---> number of hours (applicable to students working on ECE projects)

hours / accomplishments / grades (ECE401 > 9, ECE402 > 10 hrs/wk lecture time should not be included)

5. Weekly Lectures (applicable to students registered for ECE401/402, only)

- Requirement: may miss 1 (no penalty); 2 (5point penalty); more than two- no credit!
- Make up options – PLI, departmental lecture series, other WSCOE senior design lectures.
Make up sheet **within three days** of the event attended
- Signature required / who signs the form
- Prepare
- Be on-time. 12:00 / 12:05 / 12:10 / 12:50 – 4:00 / additional class meetings
- Respect
- Don't just listen, try to get the message; Similar topics
- Ask questions
- Job opportunities

6. Design Notebook

- What should be in the Design Notebook? We will talk more about notebooks during the 2nd week meeting
- Number **all** pages
- Time sheet on the back : Date, Time (nearest ½ hour), Activity, Total #hours, not lecture
- Front cover: take a sticker! Place it in the **upper right corner of the front cover**
- First page:
project title, group members and their contacts, supervisor, collaboration with (companies), donors
- Write your name on the rim
- Shipping sleeve
- Notebook collection dates: weeks of 9/23, 10/28, and the end of semester
- What to write and what not...
- Notebooks will be collected by the Department: *The Book of Ideas & Knowledge*

7. Most important (general) dates

- 9/4 – picture day
- 9/18, 12 pm – Websites fully posted
- 9/20, 12 pm – Project Charter due
- 9/25, 10/2 - Collaboration w/ MKT364
- TBD (10/4, 12 pm) – revised Project Charter due
- 10/9, 12 – 4 pm – Ice Breaker event
- 11/1, 12 pm – DTVC (Design, Test, Validation and Classification) document due
- 12/11 and 12/12, whole day in LSC – oral presentations (ppt slides)

➤ Former documents:

- a. Multi-year Project Status and Plans
- b. Budget Justification
- c. Project charter

8. Mid-semester self and peer evaluations:

Form to be filled-in and emailed to advisor; O. Notaros copied

9. End of semester deliverables:

Oral presentation, written report (approved by the advisor before due date), Evaluation form (team, peer and self)

10. Required evaluations and team meetings:

- 25-minute meeting with O. Notaros after 9/20
- 1st version of project charter will be sent to Woodward engineering team for review
- 50 minute Project Review meeting with an engineer in mid-October; revised project charter will be sent to the engineer that will be meeting with the team
- DTVC will be sent to the Keysight team
- 20-minute meeting with Keysight engineer to discuss DTVC document on 11/13
- First semester report will be sent to industry reviewer; feedback will be forwarded to the team at the beginning of second semester

11. Budget

- o Pre-approval: \$200 per senior design student regardless of major, per academic year for projects that have ECE as home department (ME/ECE projects and projects with industry sponsor – different!)
- o Keep the receipts!
 - o Reimbursement procedure – see Alauna Sutton in the ECE office Alauna.Sutton@colostate.edu
 - o No bidding; eBay only “Buy It Now” option; ask prof or grad students in the research lab
 - o Beg for donations or educational discounts
 - o Strict rules for purchasing computers, monitors, ...

12. Mini grants / Awards

13. Grading

- o 60-70% project supervisor
- o Around 30% head of senior design
- o 10% peer evaluation

14. Be careful of the deadlines

15. Questions?

- B111 - ECE Student Projects Lab (24/7 access will be granted starting next week)
- EIR schedule and revised volunteer list should be posted by the end of next week
- On-campus EIR will commence after Labor Day. As of now, plan is to schedule EIRs on Tue, Wed and Thu 11-5; program will commence on 9/3
- Contacting EIRs: EIR directory file and contact info on Canvas; binder in B111; schedule on the website

All submitted documents must have the same formatting: font size 10 or 11, Times New Roman or similar, single spacing, 1" margins on all sides, justified (straight edges on both left and right sides).

B111 - ECE Student Projects Lab

RULES

B111 – ECE Student Projects Lab has (from front to back)

- EIR area (with limited office supplies)
- Seating set
- Kitchen area (microwave, coffee maker, two fridges, water heater and other electrical conveniences); last year students have started the take-one-leave-one donations food supply
- 3+3 lab benches with desktop computers and full test equipment setup (similar to the old C105/C107)
- Free area, stocked with circuit components, switches, sensors, stripped wire and internal power supplies - all donated and available for students to take/use for their projects (please use common sense when taking and always ask if not sure)
- Creation area with five 3D printers, 2 CNC machines, reflow oven, soldering stations with IR preheaters, heat guns, tabletop drill and tool chest stocked with tools (please return where found!), 3D scanner, trinoculars, coil winder; and 150W laser cutter...
- Four cubicles (meeting rooms)
- Multiple drawers and shelf space for teams to store their projects. There is no option to lock your supplies. You may claim any storage space labeled as “AVAILABLE” – just flip the sign and write your project name.

Space in the lab is very limited, since we expect almost 100 senior design and close to 30 OOP and VIP students working on more than 40 projects to claim their space in this lab. Therefore we kindly ask that students work in supervisor's lab, if at all possible, especially projects originated/proposed by CSU professors.

1. Respect your and other projects – **keep the door closed at all times!**
2. **24/7 access** will be granted to
 - ECE senior design students
 - BME, CBE and ME students working on ECE senior design projects
 - Independent Study students working on ECE senior design projects, regardless of their major
 - OOP students (Sec.1 and Sec.2)
3. B111 should be used for senior design-related work. Work related to other courses is acceptable, as long as there is enough space for those doing project work
4. Responsible consumption of food and beverage is allowed, as long as food and beverage containers
 - Are not kept on **any** benches with computers and test equipment
 - Are not kept in the Creation Lab area (with prototyping equipment and tools) or Soldering Area
 - Are disposed in the appropriate containers, and not left on benches. Please throw “smelly food” containers outside.

Consider this rule as a **huge** favor and privilege that may be **terminated** at any time if students do not follow rules.

Email questions, comments and suggestions to Olivera or ECE SrDesLab team!
eceB111Lab@gmail.com

