ECE Senior Design Program
Agenda for August 26, 2020

Senior design requirements

1. **Senior Design numbers:**
   - Great number of interdisciplinary projects:
     - 30 projects, mostly interdisciplinary
   - Nice mix of student majors:
     - ECE, ECE Indep. study, BME/EE, BME/ME, CBE, ME;

2. **Career Fair Dates**
   - Virtual CSU Career Expo and Internship Fair – ?
   - Virtual College of Engineering Career Fair – 10/1 – Career Center working with Handshake; students will sign-up for 10-minute time slots (?), [https://www.engr.colostate.edu/career_fair.php/](https://www.engr.colostate.edu/career_fair.php/)

3. **E-mail**
   - *@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)**
   - Real-time attendance at weekly lectures is required. Students may miss to attend up to 3 lectures in the semester, but will be required to coordinate with TA to arrange for lecture makeup
   - Prepare
   - Be on-time and have camera on (you may be muted, but feel free to unmute yourself at any time to ask question)
   - Respect
   - Ask questions

6. **Design Notebook**
   - What should be in the Design Notebook? We will talk more about notebooks during the 2nd week meeting
   - Time Log: Date, Time (nearest ½ hour), Activity, Total #hours, not lecture
   - Final design requirements
   - Budget
   - Notebook collection dates and means of submission will be announced with at least two-week notice.
   - What to write and what not...

7. **Most important dates**
   - 9/2 – not a picture day 😊
   - 9/16, 12 pm – Websites fully posted
   - 9/20 – Preliminary Project Plan completed
   - Week of 9/21 – PDR w/EIR (Preliminary Design Review) 45-minute meeting
   - 9/30, midnight – Project Plan completed and uploaded to Canvas; shared w/Woodward
   - 10/* – Project plan evals returned to the teams
   - Week of 10/19 – PMR (Project Management Reviews) 50-minute meeting
   - 10/* - Mid-semester team, peer and self evals
10/30, midnight – DTVC (Design, Test, Validation and Classification) document due
- 11/* – DTVC evals returned to the teams
- Week of 11/11 – DTVC review meetings (20-minutes)
- Week of 11/30 – CDR (Critical Design Review) – 45-minute meeting w/EIR
- Oral presentations - tbd

8. Mid-semester self and peer evaluations:
   Form to be filled-in and emailed to advisor; O. Notaros copied (to be confirmed – maybe Canvas upload?)

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

11. Budget
   - 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!)
   - Keep the receipts!
     - Reimbursement procedure – see Alauna Sutton in the ECE office Alauna.Sutton@colostate.edu
     - No bidding; eBay only “Buy It Now” option; ask prof or grad students in the research lab
     - Beg for donations or educational discounts
     - Strict rules for purchasing computers, monitors, …

12. Mini grants / Awards

13. Grading
   - 60-70% project supervisor
   - Around 30% head of senior design
   - 10% peer evaluation

14. Be aware of the deadlines

15. Questions?

- B111 - ECE Student Projects Lab (24/7 access will be granted starting next week)
- EIRs will be “just” an email away. EIR expertise is on the website www.csueir.com; EIR contact info will be posted on Canvas

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).

Each team has PROJECT CODE-WORD!!! Check Canvas for your team’s code.