Weekly Team Meeting Expectations

During the course of the semester design teams will meet with Dr. Enderle and the TA to discuss the project’s progress. The meetings will occur every week and will last between 15-30 minutes.

Teams will be expected to prepare a 5 minute PowerPoint presentation outlining the following:

- A brief overview of the project. Please include a drawing or image explaining what the final design will look like.
- Completed work
- Project Review
  - Discuss the successes and hang-ups of the project, and how any issues will affect the project
- Future work (Using Microsoft Project)
  - Discuss the tasks to be completed in the next week
  - Make clear who is responsible for each task
- Budget Update
- Hours Worked by each team member

The second half of the meeting will be with the TA to review your laboratory notebooks.