

ENGI 8700 – Senior Civil Design Project

JANUARY 28, 2013
BUSINESS MEETING #01

Section 2

Instructors: Dr. S. Bruneau, Dr. A. Hussein, J. Skinner

Meeting Agenda

- **3:30 Call to Order**
 - Safety moment
 - Appointment of secretary
- **3:35 Sitting Regrets**
 - Approval of docket
 - Minutes of previous meetings
 - Correspondence
- **3:45 Reports & Presentations**
 - A, B, C, I, J, K, L, M
- **4:05 Old Business**
 - New business
- **4:25 Action Items**
 - Date of next meeting
- **4:30 Adjournment**

Ladder Safety: What not to do!

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Introduction to Basic Ladder Safety

Ladders are tools. Many of the basic safety rules that apply to most tools also apply to the safe use of a ladder:

- If you feel tired or dizzy, or are prone to losing your balance, stay off the ladder.
- Do not use ladders in high winds or storms.
- Wear clean slip-resistant shoes. Shoes with leather soles are not appropriate for ladder use since they are not considered sufficiently slip-resistant.
- Before using a ladder, inspect it to confirm it is in good working condition.
- Ladders with loose or missing parts must be rejected.
- Rickety ladders that sway or lean to the side must be rejected.
- The ladder you select must be the right size for the job.
- The Duty Rating of the ladder must be greater than the total weight of the climber, tools, supplies, and other objects placed upon the ladder.

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- The length of the ladder must be sufficient so that the climber does not have to stand on the top rung or step.
- When the ladder is set-up for use, it must be placed on firm level ground and without any type of slippery condition present at either the base or top support points.
- Only one person at a time is permitted on a ladder unless the ladder is specifically designed for more than one climber (such as a Trestle Ladder).
- Ladders must not be placed in front of closed doors that can open toward the ladder. The door must be blocked open, locked, or guarded.
- Read the safety information labels on the ladder.
- Never jump or slide down from a ladder or climb more than one rung/step at a time.

Finally!

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□ The Three Point-of-Contact Climb!!!

- When climbing a ladder, it is safest to utilize Three Points-of-Contact because it minimizes the chances of slipping and falling from the ladder

□ For more information visit:

<http://www.laddersafety.org/>

Meeting Agenda

- | | |
|---|---|
| <ul style="list-style-type: none"> □ 3:30: Call to Order <ul style="list-style-type: none"> □ Safety moment <ul style="list-style-type: none"> ■ Ladder Safety □ Appointment of secretary <ul style="list-style-type: none"> ■ Name: _____ □ 3:35: Sitting Regrets <ul style="list-style-type: none"> □ Approval of docket □ Minutes of previous meetings <ul style="list-style-type: none"> ■ None □ Correspondence <ul style="list-style-type: none"> ■ Project Plan due Feb 4, 2012 (1 Week) □ 3:45: Reports & Presentations <ul style="list-style-type: none"> □ A, B, C, I, J, K, L, M <ul style="list-style-type: none"> ■ 2 Minutes per group ■ Class questions encouraged | <ul style="list-style-type: none"> □ 4:05: Old Business <ul style="list-style-type: none"> □ SOQ Grades □ 4:15: New Business <ul style="list-style-type: none"> ■ Project Plan requirements ■ Gantt chart on next weeks report ■ Client communication (agenda & minutes cc) □ 4:25: Action Items <ul style="list-style-type: none"> □ Date of next meeting <ul style="list-style-type: none"> ■ Jan 31/13 – 3:30 Informal ■ Feb 4/13 – 3:30 Business Meeting 2 □ 4:30: Adjournment |
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Back-up Material

- Course Timeline
- Course Calendar
- Project Plan Guide

Activity Timeline for ENGI 8700

(Colors match with calendar year to year)

Timeline	Instructor Activity	Student Activity	Client Activity	Faculty Activity
Months and Weeks Prior	Determine appropriate type and number of projects. Approach prospective clients, confirm client participants and collect project descriptions. Confirm schedule, book rooms and refreshments etc.	Provide list of sub discipline interests	Provide written project description and student requirements	
Week 1	Kickoff meeting - review schedule, deliverables, expectations, group selection and client projects. Next meeting - Prequalification, whereby students prequalify projects by selecting from amongst a limited number of interview slots per client.	Student grouping announced or selected, groups (prequalify clients), groups develop Statement of Qualifications (SOQ)		
Week 2	Forward SOQs to clients, Chair match night, announce matching results, give instructions.	Submit SOQs, attend match night (interviews, matching & first meeting with client)	Review SOQs, Attend match night (briefly present project, interview and rank groups, have first meeting with matched group)	Attend Match night presentations as guest and observer
Week 3	Regular meeting with student groups, Chair business meeting	Project work commencement, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 4	Regular meeting with student groups, Chair business meeting	Submit work plan	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 5	Regular meeting with student groups, Chair business meeting	Project work, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 6	Regular meeting with student groups, Chair business meeting, Lesson with clients	Project work, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 7	Attend Progress Report Presentations (optional). Provide feedback to instructor	Term break, submit progress report, give presentations	Attend Progress Report Presentations (optional). Provide feedback to instructor	Help those groups working within specialization and requesting assistance.
Week 8	Regular meeting with student groups, Chair business meeting	Project work, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 9	Regular meeting with student groups, Chair business meeting	Project work, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 10	Regular meeting with student groups, Chair business meeting	Project work, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 11	Regular meeting with student groups, Chair business meeting	Project work, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 12	Regular meeting with student groups, Chair business meeting	Project work, meet client, meet instructor, attend business meeting	Regular meeting with students	Help those groups working within specialization and requesting assistance.
Week 13	Chair final presentations, Select prizes, Read and grade project reports	Submit final report, final presentations, Group binders	Attend final presentations, provide feedback to instructor, Select Prize winners	Attend final presentations, provide feedback to instructor, help select Prize winners

ENGI 8700 – Course Calendar

January 2013

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
week 1	6	7 2-5:00PM Groupset, Prequal	8	9	10 2-5:00PM SOQs Due, Match prep.	11	12
week 2	13	14 M/TCH NGHT1 8:30PM SETUP 7:00START	15 M/TCH NGHT2 8:30PM SETUP 7:00START	16	17 2-3:30 Sec1 3:30-5 Sec2 Startup	18	19
week 3	20	21 2-3:30 Sec1 3:30-5 Sec2 Bus Meeting	22	23	24 2-3:30 Sec1 3:30-5 Sec2 Project work	25	26
week 4	27	28 2-3:30 Sec1 3:30-5 Sec2 Bus Meeting	29	30	31 2-3:30 Sec1 3:30-5 Sec2 Project work		

ENGI 8700 – Course Calendar

February 2013

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
week 5	3	4 2-3:30 Sec1 3:30-5 Sec2 PLAN due	5	6	7 2-3:30 Sec1 3:30-5 Sec2 Project work	8	9
week 6	10	11 2-3:30 Sec1 3:30-5 Sec2 Bus Meeting	12	13	14 2-3:30 Sec1 3:30-5 Sec2 Project work	15	16
week 7	17	18 Break	19 Break	20 Break	21 2-3:30 Sec1 3:30-5 Sec2 Project work	22	23
week 8	24	25 2-3:30 Sec1 3:30-5 Sec2 Bus Meeting	26	27	28 2-3:30 Sec1 3:30-5 Sec2 Project work		

ENGI 8700 – Course Calendar

March 2013

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
week 9	3	4 2-3:30 Sec1 3:30-5 Sec2 Bus.Meeting	5	6	7 2-3:30 Sec1 3:30-5 Sec2 Project work	8	9
week 10	10	11 2-3:30 Sec1 3:30-5 Sec2 Bus.Meeting	12	13	14 2-3:30 Sec1 3:30-5 Sec2 Project work	15	16
week 11	17	18 2-3:30 Sec1 3:30-5 Sec2 Bus.Meeting	19	20	21 2-3:30 Sec1 3:30-5 Sec2 Project work	22	23
week 12	24	25 2-3:30 Sec1 3:30-5 Sec2 Bus.Meeting	26	27	28 2-3:30 Sec1 3:30-5 Sec2 Project work	29 M UN closed for Good Friday	30
	31						

ENGI 8700 – Course Calendar

April 2013

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
week 13		1 FINAL rpt and Final Pres. Sec1	2	3	4 FINAL rpt and Final Pres. Sec2	5 Classes end	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

ENGI 8700 – Project Plan Guide

ENGI 8700, TERM 8 Civil Engineering, Memorial University of Newfoundland

GUIDE for WRITING an engineering PROJECT PLAN

- The entire project plan should be limited to 20 pages or less, be clear and concise and contain all relevant information for the instructor and client to understand what, when and how the group plans to execute the project.
- Preferred Formatting: Arial Font, 12 pt, single spaced, w/10mm indent, no spacing between paragraphs, double space around headings and subheadings, 20mm margins all round (except left if binding requires more), header and footer at 16mm, spiral binding preferred.
- Develop figures, tables or diagrams where they can improve understanding, decrease clumsy descriptions.
- The following is an outline intended as a generic guide for the writing of an effective project plan. It may not be crucial that all elements are rigorously followed as some project circumstances may dictate otherwise.

Length	Element	Components/notes
1 page	Cover	Student names, client names, date, project title, location, course and instructor
1 page	Letter of Submittal	Written to client, describes what this document is. Instructor is cc.ed.
1 page	Table of Contents	
1 page	Project Description:	A few paragraphs w/ picture, map or figure
1 page	Statement of Project Requirements:	A few paragraphs with bullets if fitting

ENGI 8700 – Project Plan Guide

Approx. 10 pages	Methodology:	<ul style="list-style-type: none"> • Approach, overview of start to finish incl. major divisions of effort • Group organization, roles, meetings • Client interaction and role • Design principles to be applied (synthesis using best practices or . . .) • Proposed cost estimating strategy and level of accuracy • Desired outcomes • Reporting and Deliverables • Troubleshooting
	Tasks:	<ul style="list-style-type: none"> • Primary tasks usually 6 to 8 of these • Subtasks: Sufficiently focussed for an individual effort or very concentrated period • Allocation of personnel for each task • Estimated duration of tasks (range if necessary) • Resource Requirements for each task, i.e.. <ul style="list-style-type: none"> Documents Software Site Visit Client supplied data Other
	Schedule	<ul style="list-style-type: none"> • Rendering of entire project with major tasks and important milestones clearly marked. • Brief description of key points, method for tracking • How it will be used, enforced, modified, reported
	Costs	<ul style="list-style-type: none"> • Associated with the execution of the project course, not the clients project • Models, Site visit, supplies, tests . . .
1 chart 1 page	Deliverables	<ul style="list-style-type: none"> • Hardcopy docs, softcopy pdf, website if applic. Delivery mode to client&instructor
1 or 2 pages	Risks	<ul style="list-style-type: none"> • Vulnerabilities/risks in project execution (problem obtaining certain data, client travel . .)
New page	References	<ul style="list-style-type: none"> • Books, reports, notes, personal comm., resources were cited in the document.
New page	Appendix	<ul style="list-style-type: none"> • SOQ
Back page	Rear Cover	<ul style="list-style-type: none"> • Contact Info for group, client, instructor.