

ENGI 8700 – Senior Civil Design Project

FEBRUARY 11, 2013
BUSINESS MEETING #02

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**

Parking – Why you should back in

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| <ul style="list-style-type: none"> □ 3:30 Call to Order <ul style="list-style-type: none"> □ Safety moment □ Appointment of secretary □ 3:35 Sitting Regrets <ul style="list-style-type: none"> □ Approval of docket □ Minutes of previous meetings □ Correspondence □ 3:45 Reports & Presentations <ul style="list-style-type: none"> □ A, B, C, I, J, K, L, M □ 4:05 Old Business <ul style="list-style-type: none"> □ New business □ 4:25 Action Items <ul style="list-style-type: none"> □ Date of next meeting □ 4:30 Adjournment | <ul style="list-style-type: none"> □ More efficient, safer approach □ Pulling in front on: <ul style="list-style-type: none"> □ Pull in quicker □ Back out into unknown traffic (limited field of view) □ Pull out slower □ 14% Crashes occur in parking lots <ul style="list-style-type: none"> □ Majority are related to vehicle back outs □ It's not more difficult and it's safer <ul style="list-style-type: none"> □ <u>So do it!</u> |
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Meeting Agenda

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| <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"> ■ Back-out Parking □ 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 □ Correspondence <ul style="list-style-type: none"> ■ Project Plan Grades ■ Midterm Break □ 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"> □ Project plan comments □ 4:15: New Business <ul style="list-style-type: none"> ■ Log book check ■ Client communication ■ RSMeans list □ 4:25: Action Items <ul style="list-style-type: none"> □ Date of next meeting <ul style="list-style-type: none"> ■ Feb 14/13 – 3:30 Informal ■ Feb 21/13 – 3:30 Informal ■ Feb 25/13 – 3:30 Business Meeting 3 □ 4:30: Adjournment |
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Project Plan General Comments

- Good job overall
- Focus on writing technical
 - What sounds better:
 - Our deliverables include a very professional report...
 - Our deliverables include a professional report...
- Ensure you are clear and concise – avoid filler material
- Don't have excessive white space
- Use high quality figures and charts
- Always sign letters
- Ensure when you describe risk, also identify mitigation
- Careful with ownership
- Software familiarity is not a risk
- Use your plan as a guide to complete your project – stay on track!

Back-up Material

- Course Timeline
- Course Calendar

Activity Timeline for ENGI 8700

(Slightly varies 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, delineates 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 (SOQs)		
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, Liaison 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 MATCH NIGHT 1 6:30PM SETUP 7:00START	15 MATCH NIGHT 2 6:30PM 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
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ENGI 8700 – Course Calendar

April 2013

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