

ENGI 8700 – Senior Civil Design Project

FEBRUARY 25, 2013
BUSINESS MEETING #03

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**

Skiing / Snowboarding Safety Tips

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Exercise in advance:

- You will have much more fun if you're in good shape
- Work your way up to skiing by exercising year-round on a regular basis

Use proper ski equipment:

- When buying/renting equipment, make sure your boots are fitted properly, and your bindings are properly adjusted

Wear a helmet:

- **Most IMP tip**
- You only have one brain – protect it!

Prepare for the weather:

- Wear **layers** of clothes and wear a helmet liner, a hat, or a headband.
- Wear gloves or mittens
- Bring an extra clothing in case you get wet

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Get proper instruction:

- Sign up for ski lessons
- Experienced skiers polish up their skills with a lesson now and then (or start with an easy run)

Wear goggles:

- Wear ski goggles that fit properly around your helmet
- If you wear eyeglasses, buy goggles that fit comfortably over your eyeglasses or consider prescription goggles (or wear contacts)

Take a break:

- If you're tired, take a break and rest for a while in the lodge
- While you're resting, make sure you eat and drink enough
- Excessive time at any activity can lead to injury

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Ski with a friend:

- It's always safer to ski with a friend so he can watch out for you and vice versa
- Prearrange a meeting place in case you get separated
- Use walkie-talkies / cell phones to stay in touch

Respect your limits:

- Do not ski trails that are above your skill level
- Trails will be clearly marked (Green Circle, Blue Square, Black Diamond) as to what level skier they are appropriate for
- On a similar note, stay in control of your skis and focus on the trail you are skiing.
- Accidents happen more readily when we are distracted

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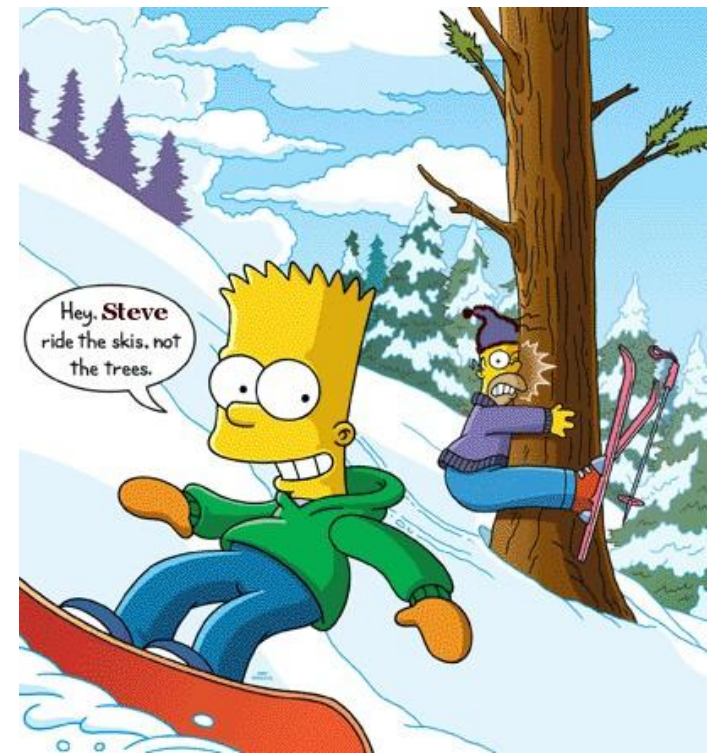
4:30 Adjournment

Follow the rules:

- Do not go off-trail
- Obey posted trail closure and other warning signs - they are there for a reason!
- Remember that skiers who are in front of you, and below you, on the trail have the right-of-way

Other:

- Be respectful of other skiers and the resort property
- **DO NOT LITTER!**



Meeting Agenda

□ 3:30: Call to Order

□ Safety moment

■ **Ski Safety**

□ Appointment of secretary

■ **Name:**_____

□ 3:35: Sitting Regrets

□ Approval of docket

□ Minutes of previous meetings

□ Correspondence

■ **Timeline**

■ **Last meeting file**

□ 3:45: Reports & Presentations

□ A, B, C, I, J, K, L, M

■ **2 minutes per group**

■ **Class questions encouraged**

□ 4:05: Old Business

■ **RSMeans list**

□ 4:15: New Business

■ **Client communication**

■ **Dependency**

□ 4:25: Action Items

□ Date of next meeting

■ **Feb 28/13 – 3:30 Informal**

■ **Mar 4/13 – 3:30 Business Meeting 4**

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 collate 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, 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 Groupsel, Prequal	8	9	10 2-5:00PM SOQs Due, Match prep.	11	12
week 2	13	14 MTCH NGHT1 6:30PM SETUP 7:00START	15 MTCH NGHT2 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
	31						

ENGI 8700 – Course Calendar

April 2013

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
week 13		1 FINAL rpt and Final Pres. Sec 1	2	3	4 FINAL rpt and Final Pres. Sec 2	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				