

ENGI 8700 – Senior Civil Design Project

MARCH 11, 2013
BUSINESS MEETING #05

Section 2

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

Safety Moment: Distracted Driving

THE ONLY THING YOU SHOULD
BE DOING WHEN YOU'RE
DRIVING IS DRIVING.

Behind the wheel, nothing is more important than **focus**. A laser focus on what's ahead, around and behind your vehicle. Stay aware of road and weather conditions, traffic, pedestrians, your speed, and your need to be in complete control of your vehicle.

Do not take a call, make a call, text, apply makeup, eat, let your eyes or mind wander to other people in your car, or do anything other than focus on your driving.

If any of the above things must be done, pull safely off the road and out of the traffic flow to do them.

Every day people are killed and injured simply because a driver is distracted. Don't be one of them.



At Halliburton, solving customer challenges is second only to keeping everyone safe and healthy. You can find more safety tips at www.halliburton.com/HSE.

Safety Moment Subject suggested by: Lynnette Burt, Christopher Brouillette, *Halliburton Employees*

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Meeting Agenda

- **3:30: Call to Order**
 - Safety moment
 - **Distracted Driving**
 - Appointment of secretary
 - **Name:** _____
- **3:35: Sitting Regrets**
 - Approval of docket
 - Minutes of previous meetings
 - Correspondence
 - **Timeline**
- **3:45: Reports & Presentations**
 - A, B, C, I, J, K, L, M
 - **2 minutes per group**
 - **Class questions encouraged**
- **4:05: Old Business**
 - **RSMeans finalized?**
 - **Codes in class?**
- **4:15: New Business**
 - **Final report preparation**
- **4:25: Action Items**
 - Date of next meeting
 - **Mar 14/13 – 3:30 Informal**
 - **Mar 18/13 – 3:30 Business Meeting 6**
- **4:30: Adjournment**

Final Report Reminder

- Reader-friendly professional document
- Limited in length to 100 pages of letter-sized paper
- Must stand alone as a complete report with appendices under separate cover
- Sample cover and table of contents is provided in course guide

- Discourage:
 - Padding documents with unnecessary text and superfluous claims and workings
 - Excessive stylizing that distracts from the contents

- Encourage:
 - Delivering solutions in a clear, concise, and complete manner
 - Clean writing, good grammar, and professional appeal

- Must also formally present their report to the student groups, clients and other faculty

- Grades: 50% project, 10% presentation = 60% total

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				