

ENGI 8700 – Senior Civil Design Project

MARCH 18, 2013
BUSINESS MEETING #06

Section 2

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

Safety Moment: Driver Fatigue

DID YOU KNOW

You might be asleep at the wheel with eyes wide open.

Fatigue can be fatal. Especially when you're driving. And one problem is, you might not even know it. Fatigue can sometimes induce a mental state in which drivers imagine certain conditions exist when they really don't. Sudden reactions to those imaginary conditions can result in very real disasters.

To help avoid fatigue behind the wheel, never use drugs or alcohol when driving. Pull well off the road and rest if you feel fatigue coming on. Make frequent stops on extended trips. Traffic accidents increase dramatically after approximately 7 hours of driving. Don't push it. If you're feeling less than 100 percent, it's best to not drive.



Material Obtained From:

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.

HALLIBURTON

Meeting Agenda

- **3:30: Call to Order**
 - Safety moment
 - **Driver fatigue**
 - Appointment of secretary
 - **Name:_____**
- **3:35: Sitting Regrets**
 - Approval of docket
 - Minutes of previous meetings
 - Correspondence
 - **Timeline (18 days)**
- **3:45: Reports & Presentations**
 - A, B, C, I, J, K, L, M
 - **2 minutes per group**
 - **Class questions encouraged**
- **4:05: Old Business**
 - **Final report preparation**
- **4:15: New Business**
 - **Final presentation guidance**
 - **Client feedback**
- **4:25: Action Items**
 - Date of next meeting
 - **Mar 21/13 – 3:30 Informal**
 - **Mar 25/13 – 3:30 Business Meeting 7**
(last business meeting)
- **4:30: Adjournment**

Final Presentation

□ Details:

- 5 minute presentation + 5 minutes for questions (20 minute total)
- Attended by students, instructors, clients, and other faculty
- Formal event (shirt, tie, etc)
- Everyone must participate and present

□ Advice:

- Keep your purpose in mind
 - Clearly portray your design process, end results and deliverables
- Practice makes perfect
 - Do a group run through with a practice audience
 - Locate weak links in material, flow, look and feel
 - Edit and repeat
- Test multimedia in advance

□ Reference Material:

- Page 21 of the 2013 Course Guide (VIP)
(<http://www.engr.mun.ca/~sbruneau/teaching/8700project/classof2013/2013civilproject8700guide.pdf>)
- Dr. Bruneau – Example of poor presentation
(http://www.engr.mun.ca/~sbruneau/teaching/8700project/archive/classof2010/poor%20presentation%20demo_bruneau.pdf)
- Dr. Bruneau – Engineering Communication Lecture – Essential slides are 23 to 28, but all are valuable
(http://www.engr.mun.ca/~sbruneau/teaching/8700project/archive/classof2010/DESPRO_COMM1_4.pdf)
- Keystone Engineering – Sample Final Presentation
- Numerous online resources available

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				