

# ENGI 8700 – Senior Civil Design Project

MARCH 25, 2013  
BUSINESS MEETING #07

Section 2

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

# Safety Moment: Excess Caffeine

## **What is Caffeine**

Caffeine is a chemical. Caffeine containing products include coffee, tea, cola, energy drinks, and other sources.

## **Common Uses**

- Mental alertness
- Studying for finals!

## **Healthy Dosage**

For most healthy adults, 200 to 300 milligrams (about two to four cups of brewed coffee a day)

## **Excess Caffeine**

Heavy daily caffeine use (> 500 to 600 mg a day) may cause:

- Insomnia
- Nervousness
- Restlessness
- Irritability
- Stomach upset
- Fast heartbeat
- Muscle tremors

## **The Point**

- When studying, try to strike the proper balance for you. Too much of anything is most often not a good idea.



# Safety Moment: Excess Caffeine



# Meeting Agenda

- **3:30: Call to Order**
  - Safety moment
    - **Excess Caffeine**
  - Appointment of secretary
    - **Name:** \_\_\_\_\_
- **3:35: Sitting Regrets**
  - Approval of docket
  - Minutes of previous meetings
  - Correspondence
    - **Timeline (9 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 presentation guidance**
- **4:15: New Business**
  - **Due dates:**
    - **Project Reports:**
      - **April 3, 2013 at 1:30 pm**
    - **Project Presentations:**
      - **April 4, 2013 at 1:30 pm**
  - **Submission Requirements**
- **4:25: Action Items**
  - Date of next meeting
    - **Mar 28/13 – 3:30 Informal**

# Submission Requirements

## □ Project Report

- ▣ Require both a hard copy and soft copy
- ▣ Report is a stand alone document – Appendices are to be under separate cover
- ▣ Soft copies must be in pdf format
  - Other formats may be included in sub folders
  - Use logical, clear naming structure:
    - ENGI 8700 – Group X – Group Name – Final Report.pdf
    - ENGI 8700 – Group X – Group Name – Appendix I – Load Calculations.pdf
- ▣ Hard copy of the report and appendices to be submitted by 1:30 pm Wednesday, April 3, 2013 outside of Dr. Hussein's office
- ▣ Soft copies may be submitted via USB, CD, or DVD
  - Do not email

# Submission Requirements

## □ Log Books

- Log books to be submitted with project reports by 1:30 pm Wednesday, April 3, 2013

## □ Project Presentation

- Load presentation on CPU desktop in ENGI 4000 (boardroom) starting 1:30 pm Thursday, April 4, 2013
- I will be there to assist

# Back-up Material

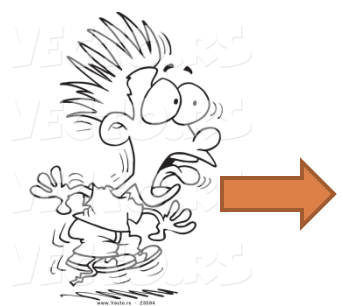
---

- 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	<b>Submit SOQs, attend match night (interviews, matching &amp; first meeting with client)</b>	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	<b>Submit work plan</b>	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	<b>Term break, submit progress report, give presentations</b>	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.	<b>Submit final report, final presentations, Group binders</b>	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 8	27 7	28 6 2-3:30 Sec1 3:30-5 Sec2 Project work	29 5 ML Go	30 4
	31 3						

# ENGI 8700 – Course Calendar

***April 2013***

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
week 13		1 F a Pres. Sec 1	2	REPORT DUE	SECT 2 PRESENT	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				