

This is start-up week. ***Get the project moving!*** Study the project description, get to know your teammates and faculty advisor, select a project manager and assistant manager, and contact the sponsor. Recommended activities for this week are:

- ASAP, create a majordomo e-mail list, name it ecesdxx-L@mtu.edu ("xx" is your team number). Include your teammates, your faculty advisor, and your sponsor.
 - In preparation for Thursday's EE4900 class, e-mail everyone a copy of your one- or two-page resume. Focus on technical and career skills you have developed so far, the technical skills and professional skills you plan to develop, and your career objective. You may omit GPA and other personal info. Including a few things like hobbies or other personal interests can be useful. High-lighting things related to this project is helpful.
- Your team will meet with your faculty advisor once each week at a time that is mutually agreeable, this is EE4901. At this week's meeting, you should
 - Bring your weekly schedule with all classes and labs indicated. Show open times when project meetings could be scheduled.
 - Ask your advisor to identify the "org chart" or "chain of command" for this project. Discuss communications and "need to know" issues, as communications and proper decision making is essential to the success of your project.
 - Go over project description. Do the best you can at this initial phase to outline what technical knowledge, design, writing and documentation, computer software, equipment, project management skills, etc. that will be required to successfully carry out your project.
 - Go through your teams' resumes. Identify skills that the team already possesses, and skills that your team will need to develop.
 - Develop a set of questions to ask the sponsor. Goal: you will need to negotiate project scope, technical specs, resources, budget, and deliverables. This is an iterative process handled with a series of e-mails, phone calls, and if possible face-to-face meetings with the sponsor. You need to get this tied down ASAP so that your project can move forward.
 - Send an introductory e-mail to your sponsor, providing all names and e-mail addresses. Schedule a conference call ASAP to introduce yourselves and to start tying down the project definition. Be sure to include your faculty advisor in the conference calls!
 - At least one formal team project and progress meeting should be held each week. Work with your advisor to set up a reasonable work and meeting schedule. Make meetings as efficient as possible, focus on productivity.
- Refer to the Project Management overview. Consider how a project is run, how a team functions, and what a project manager needs to do. Select a project manager and an assistant (backup) project manager by Tuesday of Week 2, and notify your advisor who the project manager is.