

Main objectives - complete team formation, put project management in place, set up regular contacts with sponsor, begin working on technical specs and project deliverables. Recommended activities for this week are

- Basic Project management issues
  - E-mail your sponsor, advisor, Dr. Mork, Dr. Wiitanen names of project manager and assistant project manager.
  - Set up majordomo e-mail list, [ecescd\\_xx-L@mtu.edu](mailto:ecescd_xx-L@mtu.edu), include advisor.
  - It is assumed you have by now scheduled time slots for team project meeting, team working times, and sponsor phone call times.
  - Be sure that minutes/notes are kept for all phone calls and meetings.
  - Develop simple efficient way of submitting and recording hours. Use recommended excel spreadsheet. Track individual and team hrs vs. target hours. Assume 9 total hrs/wk/person. Plot for team and for each person.
- EE4901 meeting with your faculty advisor (most teams meet Thursday 12:30pm)
  - Recap project description. Phone call and e-mails with sponsor should be getting the technical issues and deliverables in focus. Continue 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. Continue iteration with sponsor to tie this down, passing back and forth draft of tech spec and deliverables.
  - Identify skills that the team already possesses, and skills that your team will need to develop. Identify the types of things each person can contribute and what skills you want/need to learn.
  - Follow up on negotiating 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. Goal - get this tied down by end of Week 3 so that your project can move forward.
  - Begin drafting a project budget. Guidance from Dr. Wiitanen.
  - Discuss project archival needs with your advisor, formulate questions, contact sponsor to confirm what deliverables they expect, and what files to be turned over to them.
- As a result of the this week's activities, your team should be taking ownership of the project and proactively moving things forward with the support and advice of your sponsor and advisor.