<table>
<thead>
<tr>
<th>Week (Dates)</th>
<th>Objective(s)</th>
<th>Strategies</th>
<th>Deliverable(s)</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| Weeks 1–3 (1/11-1/29) | • Introductions: to each other, team, and projects  
• Decide project teams and roles; team building within project team  
• Learn about resources; confirm access  
• Update myEPICS  
• Learn about Project Partner: visit, observe, meet, understand  
• Make sure on right track with planning, documenting, progress | • Complete icebreaker and team building activities  
• Complete Transition checklist within Project teams  
• Complete Lab Safety Awareness and Use form (new)  
• Plan PP visit  
• Visit Project Partner: observe, meet, understand  
• Complete drafts of semester plan, budget and Indiv Eval Rubric and get feedback, iterate.  
• Get informal feedback on Individual Documentation  
• Project Demos | • Lab Safety Awareness form (new)  
• Model release (all)  
• Informal review of individual accomplishments and documentation  
• Semester Plan | |
| Week 4 (2/1-2/5) | • Approval of appropriate plan for the semester situated in overall timeline; Semester Plan and Budget included in Project Management portion of document.  
• Approval of appropriate individual responsibilities that facilitate team plan | | Semester Plan and Budget | |
| Week 5 (2/8-2/12) | • Make progress on projects, and appropriately engage project partner | • Regularly update PP on status (e.g., email, phone calls, visits); get frequent feedback from PP.  
• Make effective use of lab time and frequently review requirements and semester plan. | Documented in Individual and Project Documentation | |
| Week 6 (2/15-2/19) | • Prepare materials (e.g., update design documentation) that enable design reviewers to prepare for design review documentation  
• Become more aware of ethical issues in design | • Practice Design Review Presentation and get feedback  
• Update Design Documentation; post to Sharepoint & relevant parts to secure site  
• Complete Ethics survey, have discussion in lab | Design Documentation | |
| Week 7 (2/22-2/26) | • Effective communication of design and design decisions to facilitate quality feedback on project | | Design Review Presentation | |
| Week 8 (2/29-3/4) | • Incorporate feedback from Design Reviews appropriately into design  
• Mid-semester evaluation of both individual and project (individual and project grades) | • Complete Design Review Feedback Summary  
• Individual and Project Documentation evaluated  
• Complete Indiv and Proj Eval rubrics; Advisors/TA provide feedback in writing or verbally using grading guidelines  
• Complete Peer evaluations in myEPICS | Design Review Feedback Summary  
Design Documentation  
Indiv and Proj Eval Rubrics  
Peer Evaluation  
Individual Documentation | |
| Wks 9 - 12 (3/7-4/8) | • Make progress on projects, and appropriately engage project partner  
• To make sure projects/individuals are on track | • Informal feedback to individuals if requested by student or required by advisor. | Optional: Individual Eval Rubric | |
| Week 13 (4/11-4/15) | • Make progress on projects  
• Ensure successful delivery and continued usage of project  
• Prepare for Design Review (see Week 6) | • Advisor/EPICS Admin Approvals needed before delivery  
• Practice Design Review Presentation and get feedback  
• Update Design Documentation; post to Sharepoint & relevant parts to secure site | If delivering, Delivery Checklist  
Design Documentation | |
| Wk 14 (4/18-4/22) | • Effective communication of design and design decisions to facilitate quality feedback on design | | Design Review Presentatn | |
| Week 15 (4/25-4/29) | • Prepare for transition to next semester  
• Critically reflect on learning this semester  
• Final evaluation of individual and project  
• Complete course evaluations | | Indiv and Proj Eval Rubrics  
Peer Evaluation  
Individ/Design Docmnttn  
Final Reflection  
Course evaluations | |
| Weeks 1 - 15 | • Project Partner Communication: Incorporated into Semester Plan as appropriate (email correspondences, memos, working w/PP)  
• Project Partner Satisfaction: Determined through formal and informal surveys by advisors/EPICS | | | |
| Wks 1 - 15 | • Lab and Lecture Attendance | | Tracked in myEPICS | |
| Semester | • Current external web presence | • Webmaster has primary responsibility for website, but Project and Team Leaders need to contribute. | Current Website | |