Non-technical Design Team Roles - Missions and Tasks
ECE 480/491 Fall 2002

Management

Mission: To maintain and improve the quality of the team's engineering design process and, in cooperation with the instructor(s), the quality of the course

   Tasks:

      Schedule meetings

      Report to facilitator: summaries of meeting agendas and attendance, progress
          and problems on the project, expenditures, etc.

      Project task list and timeline

      Budget

      Group processing

      Project management- planning- scheduling

Web

Mission: To support the team's shared information workspace, to effectively use web technology in the team's engineering design process, and to present a positive image to the public of the team and course

   Tasks:

      Unix directory maintenance

      Web page coordination

      CD-ROM writing

      Use of imaging and video hardware/software, such as digital camera, scanner,
          video camera, etc.

Document Prep

Mission: To provide support for professional, high-quality written communication in the team's engineering design process

   Tasks:

      Software tools - Microsoft Word, Adobe Acrobat

      Coordinate the preparation of written reports

      Coordinate peer-editing of documents

      Maintain documentation portfolio

Presentation Prep

Mission: To provide support for professional, high-quality oral communication in the team's engineering design process

   Tasks:

      Software tools - Microsoft Powerpoint, Adobe Acrobat

      Coordinate preparation of oral reports

      Coordinate peer evaluation of presentations

      Maintain documentation portfolio

Lab Coordinator

Mission: To provide support for a smooth functioning and appearance of the EB 2221 Lab.

Tasks:

    Coordinates ordering of parts for the team

    Insures the lab stays clean and orderly

    Coordinates the preparation of posters showing the design projects at the term end

    Reports problems noted with the lab equipment to the ECE shop