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