The Process of Design (Design Methods)
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(plus other invited guests)
EE 4900 – Design Methods
September 4, 2007

Welcome to Senior Design
■ Dr. Wiitanen
  - Welcome and Project assignments
  - Overview of projects, expectations
  - Upcoming deadlines for the year
  - General comments on Senior Design Program
■ Rick Berkey
  - Project overview
  - Comments on sponsors, expectations
  - Other comments

EE 4900 Seating – L100

Row 1
Speakers/Visitors
Row 2
Team 2
Team 1
Row 3
Team 4
Team 3
Row 4
Team 6
Team 5
Row 5
Team 8
Team 7
Row 6
Team 10
Team 9

The Big Picture
We prepare students to create the future.
A Meeting: An event where the minutes are kept and the hours are lost...

- Question: How much does it cost your budget to hold a one-hour meeting?
  - Avg hourly salary x 2 x no. of people.
- A simple efficient meeting (follow same cycle each time)
  - Review/verify completed work
  - Ongoing tasks, deal with difficulties, estimate completion date.
  - Upcoming work, volunteer/delegate, negotiate deliverable and completion date.
  - End meeting with: Recap urgent to-do items, anticipate important resources and lead times!

Time Management

- Which mode of operation is best?
  - Most of us spend way too much time on important-urgent category, i.e. in CRISIS MODE.
- Better - start early, spend most time on “Important but not yet Urgent.”

From “Seven Habits of Highly Effective People”