

To Do List: Week 1

Coursework:

1. Assignment 1: Final Project Proposal

1. Select team roles and responsibilities
2. Determine homework assignment responsibilities
3. Develop a preliminary project budget
4. Select project specific success criteria (PSSCs) – see coursework item 2, below

2. **PSSC Selection:** Select 5 project-specific success criteria on which your project will be assessed. For more information on course policy regarding PSSCs, see the PSSC Policy, available here: <https://engineering.purdue.edu/ece477/Course/Policies/PsscPolicy.pdf>

Manlab:

Note: Lab workstations are only equipped with a single PC per team, but for much of the course students will need access to more computing resources. Therefore, for this and future weeks, students are advised to bring their own laptop or other computing equipment to manlab. For students who lack their own computers or don't desire to use them for school work, a limited number of laptops are available for checkout from course staff.

1. **Team Photos:** Some time will be spent at the beginning of manlab taking team photos. These photos will be used on the course website for identifying teams and may also be used in student project websites.
2. **Student Project Websites:** Students will be given access to course accounts and are asked to set up their teams' student project websites. Website templates are provided to students to assist with this process, and website setup instructions are available here: <https://engineering.purdue.edu/ece477/Course/Process/WebsiteSetupProcess.pdf>
3. **Team Member Contact Information:** If it hasn't already been done, students should exchange contact information with one another, including names, phone numbers, emails, other forms of contact. All team members should have this information for all other team members, so that student communication is steady and reliable throughout the semester.
4. **Calendars and Collaboration Tools:** Student team members should exchange schedules, and be aware of the availability of other team members. In addition, a variety of online collaboration tools can help make the design and collaboration process easier. A few examples:
 - **Issue Tracking:** Maintain a list or use a pre-existing bug tracker tool to identify major project issues, assign people to address tasks, and keep notes on technical approaches attempted and any fixes that were determined ([BugTower](#), [Yodiz](#), etc.)
 - **File Storage:** Maintain important files or datasheets online and share them with other team members ([Google Drive](#), [DropBox](#), etc.)
 - **Source Control:** Handle concurrent edits, manage file versions, back up files in the event of data loss ([github](#), [Bitbucket](#), etc.)