

MTRL 466 Design Project 2017

Additive Manufacturing

Project Management

- We will meet each Friday for a formal project progress meeting. I will meet with each group for ~ 1 hour.
 - The objective of this formal progress meeting is to describe progress towards project deliverables
 - It is an opportunity to ask me questions regarding project direction
- The other period (Wed or Fri) will be used for project work. I will try to be available during that period and am happy to meet with individuals or groups at that time.
- Formal Project Progress Meetings:
 - Each progress meeting will have one leader (who will organize the meeting) and one secretary who will take notes
 - A project planning memo will be completed and emailed to me for 9am the on the Friday corresponding to our planned meeting (at the latest)
 - See the attached example of the planning memo -- it identifies the project lead, the topics to be discussed (and who will discuss them) and provides a space for the secretary to take notes.
 - During the meeting the secretary will take notes -- these will be written up and distributed to the rest of the group following the meeting. These should identify the key points raised in the meeting and should identify any action items (and the people responsible for them)
- The student team will function as an engineering group from a consulting engineering company. Your goal is to complete the design tasks in the time allotted and to deal properly with the client (i.e. be polite to your supervisor and respond with enthusiasm to the most unreasonable requests – just like the real world of engineering!)
- Lack of communication will be understood to reflect lack of progress and lack of attention to the clients.
- As consulting (members in training) engineers on this project you will be held to the code of ethics and professional practice of APEGBC as well as ethical standards of UBC

Communication

- We will establish an electronic means of sharing documents and communication within the group. In the past I have established a wiki page (see e.g. <http://wiki.ubc.ca/Course:MTRL466-adaptivearchitecture>)

Tasks to complete for next meeting (Wed 13):

1. **Develop a Gant Chart/Schedule:** Key point here is to cross-reference the course requirements (laid out in the report guidelines) with the time that you have in the term.
2. **Re-cast the problem in your own words:** For next week's meeting I would like you to present back to me in your own words what you understand this project to be about. Give me a clear and concise need statement, a point form list of *objectives, constraints and free variables* (and be prepared to defend your choices).
3. **Initial Literature Review:** Review 1) material(s) particularly in terms of temperature dependence of properties 2) review FDM – again, particularly in terms of material(s), methods of deposition.
4. **Provide an engineering critique of what you see as the challenges for this project (e.g. what will be the main roadblocks to be overcome)**

Week #	MON	FRI	Comments
SEPTEMBER			
1	11	15	
2	18	22	Chad Away 18-19
3	25	29	
OCTOBER			
4	2	6	
5	9	13	Midterm Presentation
6	16	20	Chad Away (all week)
7	23	27	Field Trip
8	30	3	
NOVEMBER			
9	6	10	
10	13	17	
11	20	24	Final Presentation
12	27		

