

Engin 103
September 4, 2008

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Computer Access

You should turn in the forms below to get access to the computers and servers:

Computer Access Agreement Engineering Lab (S-3-126)

Sept 4, 2008

Please keep food and beverages off the tables. Computers are for course work only. Please write down the password in a secure place to access the computer next time. You should log out at the end of the class.

1.-I will only use this computer for purposes of the course and will not access web pages with inappropriate or obscene contents. I understand that a log of my work will stay in the computer that may be checked by system administrators, and that violations of this agreement may results in my dismissal from this course.

2.-I will log out of the computer at the end of the class.

3.-I will not consume food or beverages while inside the Lab.

Computer #1 –Team 1	Student's name	Student's email address	Signature

Web Server Access Agreement

I have read the University Web Policies and Standards at <http://www.umb.edu/it/policy/> and will follow them while accessing and/or uploading files to this server. I understand my access to this server is limited to the Spring 2008 semester and that the username and password are non-transferable and non-compliance with these rules will be subject to disciplinary actions.

Team 1:		
Student	Leader for Project # (there could be co-leaders)	Signature

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Brainstorming: helps generate and filter ideas for a new project.

Brainstorming Example

Phase 1

What is one skill that you can develop to be a good team leader?

Team #	Skill
<u>1</u>	Communication
<u>2</u>	Communication
<u>3</u>	Organizational Skills
<u>4</u>	Attentiveness
<u>5</u>	Time Management
<u>6</u>	Communication
<u>7</u>	Time Management
<u>8</u>	Teamwork
<u>9</u>	Open-mindedness
<u>10</u>	Communication

Phase 2

Group previous entries into categories of distinctive skills

Communication
Organizational Skills
Attentiveness
Time Management
Teamwork
Open-mindedness

New skills

<u>1</u>	Coordination
<u>2</u>	Creativity
<u>3</u>	People Skills
<u>4</u>	Inspiring

<u>5</u>	Multitasking
<u>6</u>	Reliability (meeting responsibilities)
<u>7</u>	Multi-tasking
<u>8</u>	Personnel Management
<u>9</u>	Responsibility
<u>10</u>	Patience

Phase 3

Classifying

Organizational Skills; Time Management; Multitasking; Personnel Management
Communication; attentiveness; Open-mindedness; People Skills
Teamwork; Coordination;
Creativity
Inspiring
Reliability (meeting responsibilities); Responsibility
Patience

Phase 4

More classifying

Managing skills: Organization; Time Management; Multitasking; Personnel Management; Patience; Reliability; Responsibility; Coordination
Communication skills: Attentiveness; Open-mindedness; People Skills; Team Player
Character: Creativity; Inspiring; Determination
Preparation: Experiences; Knowledge

Phase 5

What of the above categories is the most important?

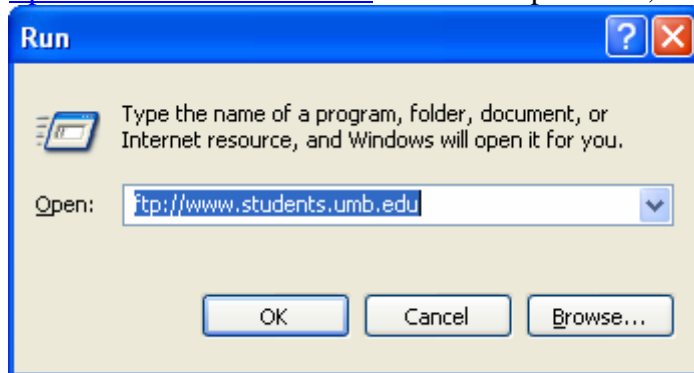
<u>1</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	

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Team webpage

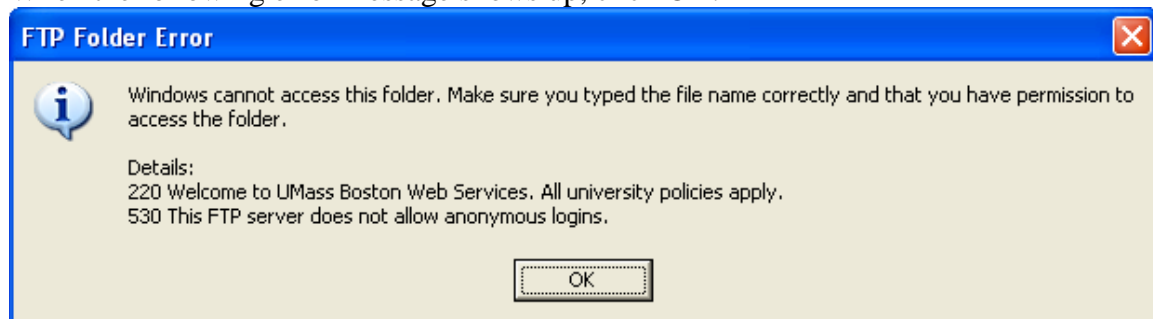
After signing server access agreement, usernames and passwords were provided to upload files to the server. Please follow the instructions on the e-syllabus under the link named “Team Web Master”.

Depending on the version of Windows installed in the machine you are using, if after typing <ftp://www.students.umb.edu> into a browser window you may get a blank window, in that case click on “Start”, then select “Run” to get the window below, you need to type <ftp://www.students.umb.edu> into the “Open” box, and hit OK.

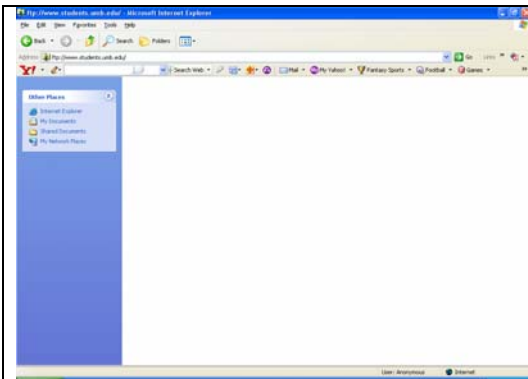


If you are using Windows Vista, after typing <ftp://www.students.umb.edu> into a browser window you will get a blank page, within this blank page click on the “Page” tab on the upper right side of the browser window, then select “Open FTP Site in Windows Explorer”.

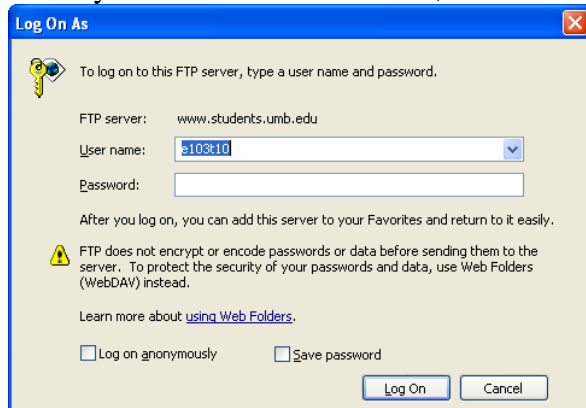
When the following error message shows up, click OK.



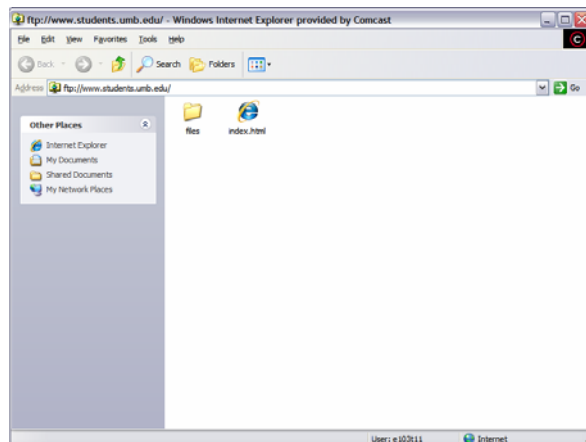
When you see a blank window as shown below, right click on the mouse and select “Login as”



When you see the window below, enter the username and password



Now you are logged into the server, if you see a blank window, you need to upload a team homepage created using Word and named “index.html”. If the homepage you created contains a picture there is a folder named “index_files” you will need to upload here as well.



You will also need to create on the server a folder named “files” where you will upload files for the projects 0 or 1 or 2 or 3 or 4. The project files need to be named “project0.html” or “project1.html”, etc. If they contain pictures you will need to upload the “project0_files”, or “project1_files” folder to the “files” folder in the server as well.

LOGBOOK: example of a logbook page

- Use a quadrille notebook; number all pages; date all entries**
- Write your notes for all activities, thoughts, problems and solutions, and learning conclusions related to Engin 103. You should write down progress, outcomes, and conclusions on projects and teamwork; conclusions from class work (including LabVIEW) and homework**
- In addition you should answer in the logbook all questions listed in these notes in blue, as shown below:**

- 1) What engineering field has your team been assigned for project 0? How did you search for information to include in the oral presentation (Part I)? How did you and your team search for information on a specific project to present (Part II)?**
- 2) Explain in your own words what is a brainstorming process? Did you and your team perform a brainstorming session to generate ideas for Project 0, part I and/or part II? If yes, describe the session in one paragraph.**

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