

Engin 103  
September 8, 2011  
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## Uploading files onto the server

Along with the TWSAA form, usernames and passwords were provided to upload files to the server. Instructions on how to create and upload the team webpage can be found in the e-syllabus under the link named “Team Web Master”. For help with the team web pages, please:

a) Post questions in the Google Group,

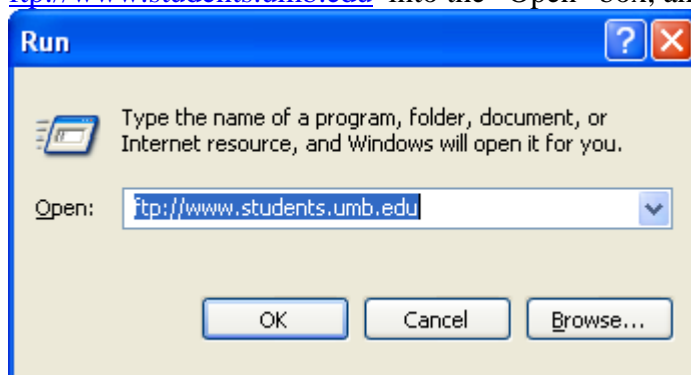
Section	Access Google Group	Post question by sending an email to
1 (9:30 AM)	<a href="http://groups.google.com/group/e103f11_1">http://groups.google.com/group/e103f11_1</a>	<a href="mailto:e103f11_1@googlegroups.com">e103f11_1@googlegroups.com</a>
2 (2:00 PM)	<a href="http://groups.google.com/group/e103f11_2">http://groups.google.com/group/e103f11_2</a>	<a href="mailto:e103f11_2@googlegroups.com">e103f11_2@googlegroups.com</a>

b) Come to the office hours: Mondays 12:00-4:00PM and Wednesdays 9:00AM-1:00PM

c) Or contact the TA: Pinze Yu ([pinze.yu001@umb.edu](mailto:pinze.yu001@umb.edu)) or Zhiqin Huang ([zhiqinhuang@gmail.com](mailto:zhiqinhuang@gmail.com)).

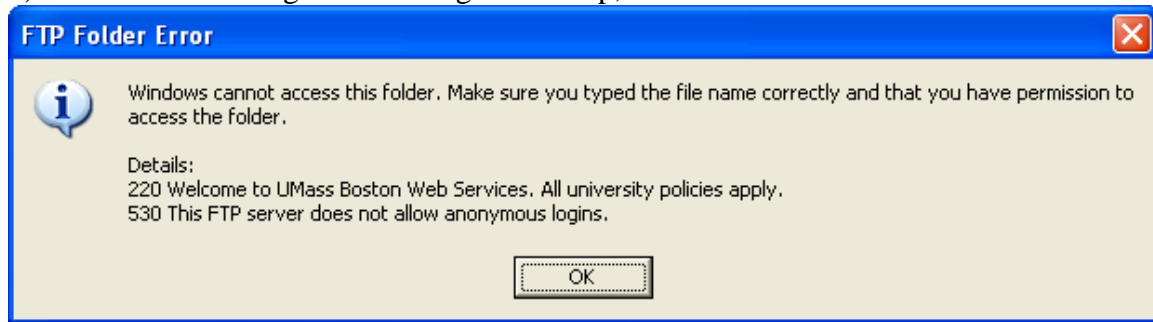
All students will need to upload files onto the server during the course, either the team web page on a project you are leading, in-class activities, or your individual assignments in electronic format for credit.

1) Depending on the version of Windows you are using, if after typing <ftp://www.students.umb.edu> into a browser window you get a blank window (if an ‘FTP Folder Error’ message is shown, you are O.K., jump to step 3), click on “Start”, then select “Run” to get a window similar to the one shown below, then type <ftp://www.students.umb.edu> into the “Open” box, and hit OK.

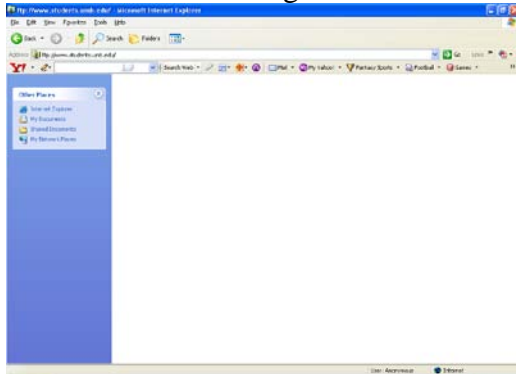


2) If you are using Windows Vista, after typing <ftp://www.students.umb.edu> into a browser window you will get a blank page, within this blank page click on the “Page” tab on the upper right side of the browser window, then select “Open FTP Site in Windows Explorer”.

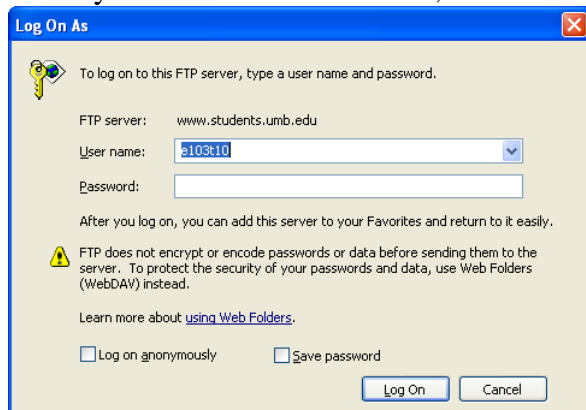
3) When the following error message shows up, click OK.



Then you will see a blank window similar to the one shown below, right click on the mouse and select “Login as”

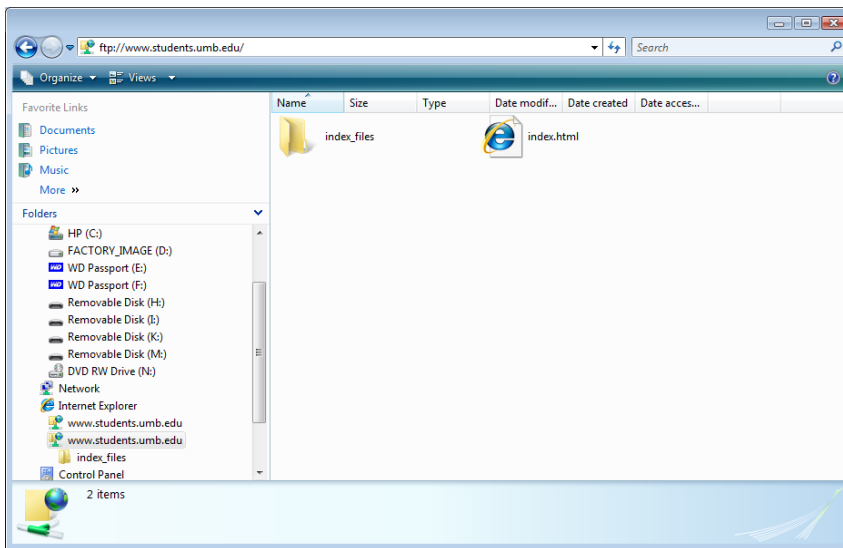


When you see the window below, enter the username and password



4) Now you are logged into the server. Please create a folder named ‘files’ (all letters in lower case!) where all files except for the team home page (which will be named ‘index.html’) will be uploaded.

5) **Creating and uploading the team homepage:** Use Word to create the team home page, then do Save as a Webpage (\*.htm, \*.html) using this exact name “index.html” (all letters in lower case, **include the extension ‘.html’!**). If there is a folder named “index\_files” in the flash/hard drive where you saved your “index.html file”, you will need to upload that folder along with the file.



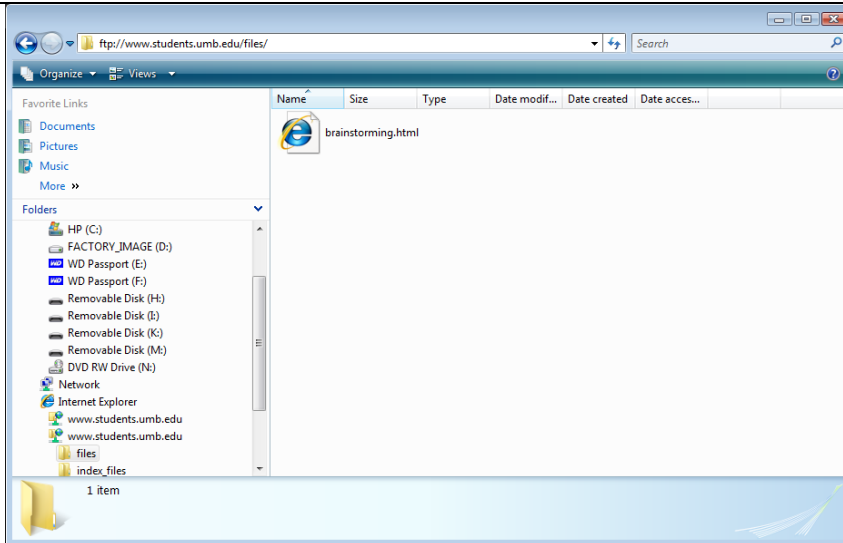
There is an example of a team home page in the instructions for the Team Web master in the e-syllabus. You should also follow the instructions in there to create a link to the Project page. The project page will be named “project0.html” or “project1.html”, etc. You will need to upload the “project0\_files”, or “project1\_files” folder to the “files” folder in the server along with the project page, if you see them.

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

## A Brainstorming Example: Leadership skills

### Phase 1

Team leader: please copy this entire file into a Word file, then use Save As/ Web page (\*.htm,\*.html) to save it as ‘brainstorming.html’ (you should include the extension ‘.html’!) into a flash drive or a temporary folder in the hard drive. After having your team discuss the Phase 1 question below, record the answer into the appropriate row. Save and close the file, **then upload it onto the ‘files’ folder in the server** via <http://www.students.umb.edu> using the login information provided for your team. Create the **files** folder in the server window if it is not there. After uploading, the **files** folder should contain the ‘brainstorming.html’ file.



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

Team #		One skill for a good team leader	
Section 1	Section 2	Section 1	Section 2
<u>1</u>	<u>1</u>		
<u>2</u>	<u>2</u>		
<u>3</u>	<u>3</u>		
<u>4</u>	<u>4</u>		
<u>5</u>	<u>5</u>		
<u>6</u>	<u>6</u>		
<u>7</u>	<u>7</u>		
<u>8</u>	<u>8</u>		
<u>9</u>	<u>9</u>		
<u>10</u>	<u>10</u>		

Phase One Results 09-08-11: One skill for a good team leader	
Section 1	Section 2
Delegation	Responsibility
Communication	Organization
Motivate members	Organization
Drive	Delegation
Organization	Reliability
Constructive criticism	Organization
Organization	Organization
Communication	Communication
Strong personality	
	Passion

## Phase 2

Team leader: please update the file you uploaded in the previous Phase. After having your team discuss the Phase 2 question below, record the answer into the

appropriate row in this table. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

**What is one new skill that has not been entered in the previous Phase?**

Team #		One skill for a good team leader, that has not been pointed out by any team in Phase 1	
Section 1	Section 2	Section 1	Section 2
<u>1</u>	<u>1</u>		
<u>2</u>	<u>2</u>		
<u>3</u>	<u>3</u>		
<u>4</u>	<u>4</u>		
<u>5</u>	<u>5</u>		
<u>6</u>	<u>6</u>		
<u>7</u>	<u>7</u>		
<u>8</u>	<u>8</u>		
<u>9</u>	<u>9</u>		
<u>10</u>	<u>10</u>		

Phase Two Results 09-08-11: one skill that has not been entered in the previous Phase	
Section 1	Section 2
	Accountability
Manage diversity	Attention to details
Commitment	Bedazzled
Creativity	Being positive
Budget management	Holism
Open minded	Tact
Work distribution	Collaboration
Perseverance	Listening skills
Risk taker	
	Fairness

### Phase 3

Team leader: please update the file you uploaded in the previous Phase. After working with your team to eliminate repeated skills and to group related skills, record the different groups into different rows in the table below. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

**Sorting: eliminating repeated skills and grouping related skills together**

### Section 01

Team #		Classify previous 20 entries into groups of related skills, put each group into a box below. Use as many boxes as needed.									
Section 1	Section 2										
<u>1</u>	<u>1</u>										
<u>2</u>	<u>2</u>										
<u>3</u>	<u>3</u>										
<u>4</u>	<u>4</u>										
<u>5</u>	<u>5</u>										
<u>6</u>	<u>6</u>										
<u>7</u>	<u>7</u>										
<u>8</u>	<u>8</u>										
<u>9</u>	<u>9</u>										
<u>10</u>	<u>10</u>										

### Section 02

Team #		Classify previous 20 entries into groups of related skills, put each group into a box below. Use as many boxes as needed.									
Section 1	Section 2										
<u>1</u>	<u>1</u>										
<u>2</u>	<u>2</u>										
<u>3</u>	<u>3</u>										
<u>4</u>	<u>4</u>										
<u>5</u>	<u>5</u>										
<u>6</u>	<u>6</u>										
<u>7</u>	<u>7</u>										
<u>8</u>	<u>8</u>										
<u>9</u>	<u>9</u>										
<u>10</u>	<u>10</u>										

### Phase 4

Team leader: please update the file you uploaded in the previous Phase. After working with your team to define 5 distinctive categories and place previous-phase groups into these categories, record the 5 categories into different rows in the table below. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

### Further sorting: defining five distinctive categories and place previous-phase groups into these categories

Team #		Define 5 distinctive categories of skills for a good team leader, put each category in a box below. Put previous 20 entries and/or groups into the appropriate category.				
Section 1	Section 2					
<u>1</u>	<u>1</u>					
<u>2</u>	<u>2</u>					

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

## Phase 5

Team leader: please update the file you uploaded in the previous Phase. After having your team discuss the question below, record the answer into the appropriate row in this table. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

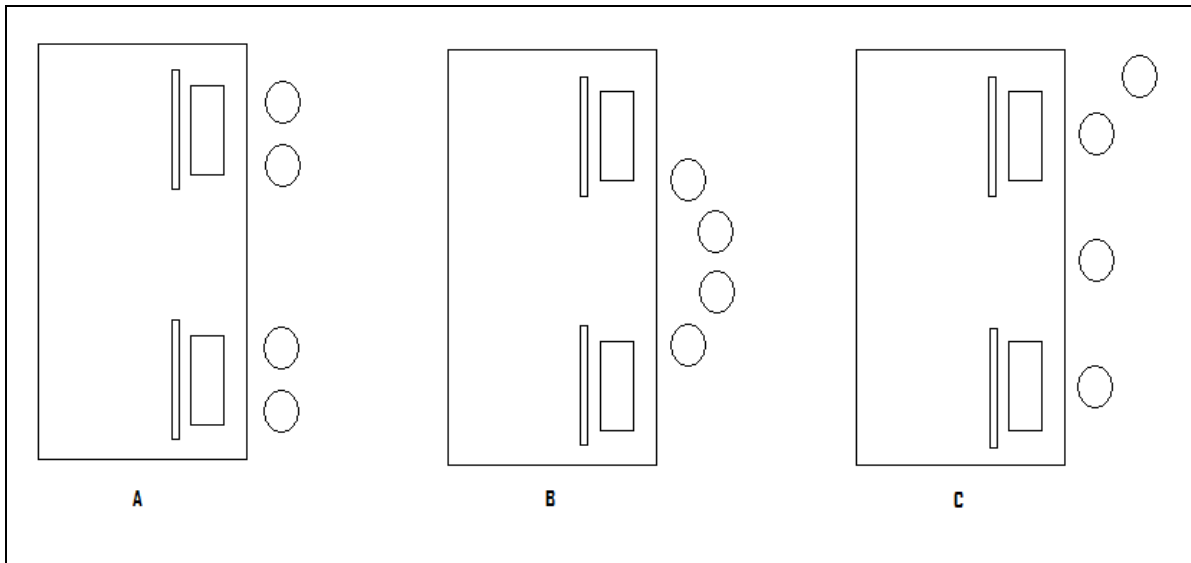
### What of the previous-phase categories is the most important?

Team #		Which of the five categories you defined is the most important?
Section 1	Section 2	
<u>1</u>	<u>1</u>	
<u>2</u>	<u>2</u>	
<u>3</u>	<u>3</u>	
<u>4</u>	<u>4</u>	
<u>5</u>	<u>5</u>	
<u>6</u>	<u>6</u>	
<u>7</u>	<u>7</u>	
<u>8</u>	<u>8</u>	
<u>9</u>	<u>9</u>	
<u>10</u>	<u>10</u>	

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### Teamwork

Which diagram below, A, B, or C describes a good working team in S-3-126? Explain.



### 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) a)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)?  
 b) 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.

2) Pick the right option below

1.-

Know the deadlines for Project 0	A
I will check in the e-syllabus, there is still time	B

2.-

Although it was introduced in class, I am going to read carefully the instructions for Project 0 in the e-syllabus, then work with my team making sure we satisfy all the project requirements.	A
It was already introduced in class, for not wasting time I am going to research for information about the assigned field and deliver what I found to my team leader	B



3.-

As a team we will distribute the work, do our part without bothering the busy teammates, then present what each of us got when the project is due.	A
We will distribute the work, do our part checking on each other work, then a final presentation is put together before the project is due	B

4.-

I will get my teammate contact information from them to start working on the project today	A
I will wait for these information be posted on the course website	B

5.-

As a leader I called my teammate to set up a meeting, he did not pick up, that means he does not want to participate. I don't need to try again.	A
He did not pick up the phone when I called, I am going to leave a voicemail and will also send him an email	B

6.-

As a leader I sent an email to my team about when and where to meet, a member is missing, obviously he does not want to work.	A
To set up a meeting I will include my cell phone number in the email message, in case a member could not find the place or will be a couple of minutes late.	B

7.-

We put together a presentation, rehearsed, and ready, our team leader will have the file when the project is due	A
We are ready, I have the file and will send a copy to all my teammates in case there is a last minute emergency and I will be late for the presentation.	B

8.-

The night before the presentation I could not access the assignment from home. This is clearly not my fault since the web server is down	A
We print out at least one copy per team for important assignments such as project specifications and homework, so we can share in case the server is down the night before the due date.	B

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