

Engin 103
January 29, 2009

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Computer and Server Access Forms

Some teams completed the TWSAA form indicating who will serve as the leader for what project. Remember each student will need to serve as the leader or co-leader for at least one project. If you have not completed form CICAA, please let the TA know.

Each student should review, sign and turn in the following two forms:

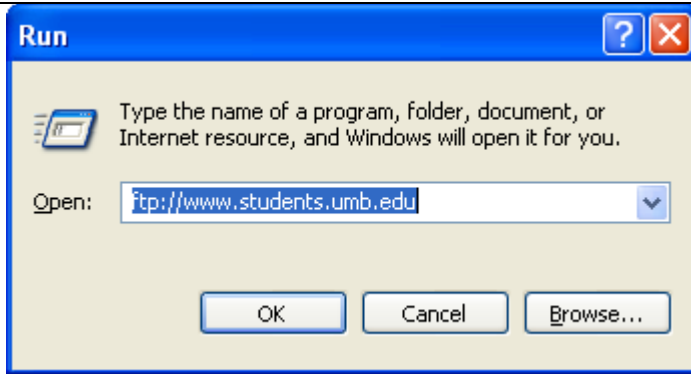
- 1) **‘Class Information and Computer Access Agreement’ (CICAA)**. The computer number in this form should match the computer number located in the upper right corner of your workstation monitor. You are sharing a computer with other students listed in this form. This form contains the password to access the computer which you should use to login. There is one CICAA form per computer. Please sign and return it to the TA.
- 2) **‘Team Leader Information and Web Server Access Agreement’ (TWSAA)**. This form contains login information to upload files and web pages to the server. It also contains a table where team members should enter their names and after consulting with their team, a number between 0 and 4 to indicate which project(s) they will be a leader or co-leader for. There is one form per team. Please sign and return it to the TA.

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Uploading files onto the server

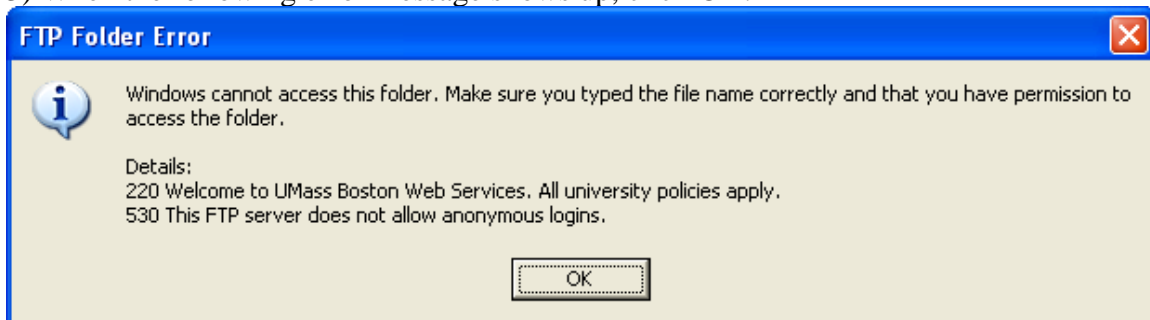
After signing the TWSAA form, usernames and passwords were provided to upload files to the server. Instructions on how to create and upload the team webpage can be found in the e-syllabus under the link named “Team Web Master”. For help with the team webpages, please come to the TA office hours, talk to him after class, or send him an email. All students will need to upload files onto the server at some point, either the team web page on a project you are leading or your individual assignment 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.

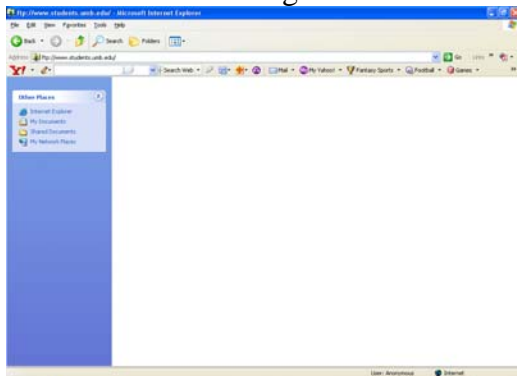


2) If you are using Windows Vista, after typing <ftp://www.students.umb.edu> into a browser window you will get a blank page, within this blank page click on the “Page” tab on the upper right side of the browser window, then select “Open FTP Site in Windows Explorer”.

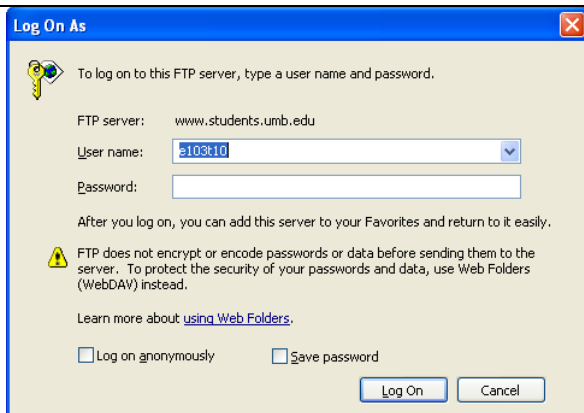
3) When the following error message shows up, click OK.



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

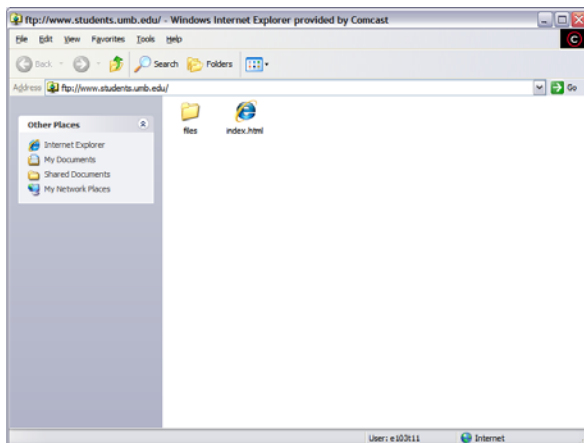


When you see the window below, enter the username and password



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 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 <ftp://www.students.umb.edu> using the login information provided for your team.

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

Team #	Skill
<u>1</u>	Good management
<u>2</u>	Good Communication
<u>3</u>	Organization
<u>4</u>	communication
<u>5</u>	Organization
<u>6</u>	Organization
<u>7</u>	Patience
<u>8</u>	React to new problems
<u>9</u>	Direction/Organization
<u>10</u>	Knowing the strengths and weaknesses of each group member

Phase 2

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

<u>1</u>	Helpfulness
<u>2</u>	dependability
<u>3</u>	Responsibility
<u>4</u>	Responsibility
<u>5</u>	Collaboration
<u>6</u>	Detail Oriented
<u>7</u>	General maturity
<u>8</u>	
<u>9</u>	Public speaking
<u>10</u>	Be able to organize the group as a whole

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

Good management
Good Communication

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

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?

<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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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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