Objective: Determine the preliminary information that is necessary to start the design project.

1. Exchange contact information (names, phone, email, etc..) with each group member.

2. Designate the Lead Engineer for Phase 1 as the person’s whose birthday is closest to today:

3. Develop a name for your design group and a preliminary logo. BE CREATIVE!!!

4. Determine the best time of the week that the group can meet for at least one hour (outside of class).

5. Develop a list of information that you will need to proceed with the project.

6. Set “Action Items” that each person in the group will do prior to the next meeting.

7. Submit the following information to me at the end of class (on one sheet of paper):
   - Names of each person in your group
   - Design group name
   - Designated meeting time for each week
   - Lead Engineer for Phase 1
   - List of preliminary “Actions Items” with the name of the person responsible for each item.