ME450: Manufacturing & Design III
The University of Michigan

Team Formation Handout

Objective: To form balanced Design Teams, and to assign the most suitable Projects to each Team.

Step 1: Have a careful look at the Projects that will be offered this term (tentative list…it may change):
http://www-personal.umich.edu/~bobden/bob_me450.html

Step 2: Think about the people you would like to have on your Design Team, and which roles they might play in the design process. It might help you to have a look at the handout "Team Roles", also posted on the ME450 web page.

Step 3: If you already know several people who will be taking ME450 this term, you may want to form a team. Ideally, we try to have teams of 4 students, but if you form a larger or smaller team, that is OK too.

Step 4: Fill out the form below. Please send answers to each question to Bob Dennis in the text of an e-mail. It is easier to handle the data that way, and it also reduces the risk that you will try to send me anthrax-laden powder. You can either do this before the Team Formation lecture, or you can wait until the lecture to find team mates and pick projects. In your e-mail, use the following format:

Proposed team member: *Student ID:*   *Section*   *Relevant skills for the Project:*

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

List the Projects that your team wants to work on, starting with your first choice at the top.

Project: *Special reason why we should choose your team:*

_____   _____

_____   _____

_____   _____

_____   _____

If you would like to propose your own project, please read the directions on the last page of the "List of Projects" on the ME450 Web Page, and carefully read and follow the directions for the "Self-Defined Student Projects". In the text of the e-mail that you send with the answers to this form, please BRIEFLY describe the project, as outlined in the directions. Try to keep it as short as possible.

If you are unsure, you can always wait until the Team Formation lecture.

Step 5. Once you have filled out this form, and if you are ready before the Team Formation Lecture, you can send your answers to Bob Dennis (yoda@umich.edu) in the text of an e-mail, but be sure to use the format shown above.

NOTES: Due to the realities of the class, we may not be able to assign your top pick for projects. We may also need to modify your Design Team, usually by adding people to bring the size up to 4 or 5 students. Certain Projects have section restrictions, so you or your team members may need to swap sections to get the project you want.