**Senior Design – Things to Know and Keep in Mind**

General
- **You MUST work on your project outside of regularly scheduled class time!**
- It is a good idea to set a regular time to meet because it is easier than changing it each week.
- Keep all email correspondence for later reference and copy all team members.

Reports
- The First Quarterly Report will take more time than you expect because you have to include your literature review and background information.
- You will probably need to finish your rough draft of your reports a few days before they are actually due because your advisor will want to read it and give you feedback.
- Do not wait until the last minute to put together the pieces of your report written by different team members because there will always be stylistic differences that need to be fixed.
- The Table of Contents feature is awesome and should be used, but it may randomly decide to stop working properly, so be prepared to have to fight with it a little.
- You will need to print your report in color, so do not wait until the last minute since the student printer in Barnhart is only black and white.

Website
- Using a picture as the website background looks good on Publisher, but it may not copy over well onto the actual website because of sizing differences.
- Take a group picture to include on the website.

Fabrication
- The shop guys are awesome and can machine almost anything, but they cannot read your mind, so you must have very detailed shop drawings.
- Your shop drawings will not be right the first time you make them, so be prepared to have to fix them at least once before they will accept them.
- Do not wait until the day before you need something to take it to the shop because they will be busy and will not be able to immediately start on your work.

**These are hints generated by students. If you would like to add a hint to list, just email it to me.**