

### Minutes from Class March 3, 2004

- Manon informed everyone that test documents needed to be on the m: drive by 5pm today.
- Manon informed everyone that detailed design documents need to be on the m: drive by midnight Sunday, March 7, 2004
  - Detailed Design needs to be done in PSpice
- Manon informed everyone about the binders for each subsystem and went over the sections and information about it
- In the NOTES section of each binder, there contains a document that needs to be completed each Wednesday
  - The document is self-explanatory
  - The document starts from this Wednesday (today) and shall be filled out next Wednesday, March 10, 2004
- We had a problem regarding the wrong part was ordered. There is now a system for ordering parts. Please see steps below:
  - Print out the sheet of the part from the website of the company that you will be ordering from
    - Print out 3 copies
      - One goes to Professor Gum
      - One goes to the ECE Secretary
      - One goes in your subsystem binder
  - Note, parts will not be ordered if they do not follow this process!