

## Sprint to the End of MAE 156B

As we finish up MAE 156B there are a number of deliverables with details on your Canvas and [MAE 156B Assignment](#) page. Here is a summary:

1. Sponsor review and finalize project details
  - a. During week 10, each team is to arrange a [final presentation to the sponsor](#).
  - b. You also need your sponsor to sign off on the [project webpage](#) and [report content](#).
  - c. Remind your sponsor that the poster session will be open to the public, and that they are responsible for protecting the Intellectual Property (IP), such as applying for a provisional patent if they wish to.
  - d. Arrange how you will deliver your hardware to the sponsor.
2. Project Video
  - a. A [narrated project video](#) is required for the final webpage.
  - b. The video should be uploaded using the MAE 156B Admin Channel (as described in link above). More channels will be made available shortly to reduce Google backlogs.
  - c. An optional video review and advice session will be held by [Dr. Hortense Gerardo](#), who has produced documentaries and is Director of the Anthropology, Performance, and Technology - Jacobs School of Engineering.
    - i. **Tuesday May 27, EBU2-479 3:00pm-4:30pm**
3. Posters
  - a. [Poster Guidelines](#)
  - b. Deadline: June 2nd, midnight on Canvas
  - c. TAs will work with students for any last minute corrections due June 3rd midnight on Canvas.
4. Final Webpages, Reports, and Executive Summary
  - a. [Webpage Guidelines](#)
  - b. All the webpages need to be published before the Senior Design Day (June 10th)
  - c. [Final Report Guidelines](#)
  - d. [Executive Summary](#)
  - e. Upload the final report and executive summary (in PDF) to Canvas separately, in addition to posting on the project webpage.
  - f. Due June 6th, midnight
5. Upload a representative photo and project description
  - a. All projects will be listed on the MAE 156B Project page, and it is important that the project title and team are listed correctly.
  - b. [Upload Instructions](#)
  - c. Password will be available on Canvas
6. Finals Week: Check-off List
  - a. [MAE 156B Lab Sign off Sheet](#)

- b. Every team's forms must be signed and uploaded to Canvas by the end of Finals Week. Items covered include:
    - i. Cleaning team's lab space
    - ii. Turning in all tools
    - iii. Turning in all requests for reimbursement
- 7. Final Peer Review (to be posted by Week 10)
  - a. Also, a separate anonymous survey will be posted for students to provide feedback on the course.
- 8. Poster Day, June 10th, 11:30 am-2:30 pm in Price Center Ball Room West
  - a. Detailed instructions for moving hardware and mounting posters will be sent out by Week 10.
  - b. At least 2 team members should arrive at the Price Center with hardware 1 hour before the poster session starts, i.e.
  - c. All team members should be present throughout the event to meet with judges and vote for the best projects.