

**UNIVERSITY OF ILLINOIS AT CHICAGO**  
**DEPARTMENT OF MECHANICAL & INDUSTRIAL ENGINEERING**  
**ME/IE396: SENIOR DESIGN**

**MEMO 1- FORMING GROUPS**

**Number** - Each group should consist of **three** to **four** members.

**Bulletin** – Contact information of all students will be collected and posted at the class website. Find people with the similar **aspiration** level and similar field (product) of interest.

**Act Immediately** – Start to contact people immediately. Do not wait till the last minute. Do not join the first group that invites you. Ask others about their aspirations, their work habits, their schedule and availability during the semester, what they expect to get out of the course, what they expect to do after graduation, grade point average, etc. Tell each other your strengths and weaknesses. Discuss the type of group leadership that you feel is right for you.

**Consider Balanced Skills**

An real-ended project involves (in differing degrees) the following activities:

- Organization (leadership, systematic thinking, respect, ability to get things done, etc.)
- Creativity and innovation (imagination, practical, etc.)
- Analysis (mechanics, numerical skills, etc.)
- Synthesis (merging of different concepts, practical, etc.)
- Build (access to tools, skill at using them, etc.)
- Test (and maybe redesign and rebuild)
- Communication (verbal, written and graphical)

Groups formed on the basis of friendship alone may have similar expectations -- but will invariably not be balanced in their ability to undertake the project.

**Make a Good Decision**

The success of the project will determine your grade of this course. It is important that each of you give careful thought to the group you are going to form and also your personal contribution to it. Please always keep in mind that this is a team activity. The ultimate goal is to work together as a team to bring ideas to fruition to meet the expectations of your sponsor and instructor.

**Due Date**

September 9 (Monday), 2002 – Finalization of Groups and Projects