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## 2: Standards, Project Charter, & OneNote

### ECE 403: Homework #2

*Update your group's OneNote document*

#### Project Charter

Specify

- The deliverables for the project
- The key elements for the project
- How much time is allocated for the project (two semesters), and
- Your budget (usually \$300)

#### Biweekly Meeting Times

Specify the dates and times for your group's biweekly meetings with your project sponsor.

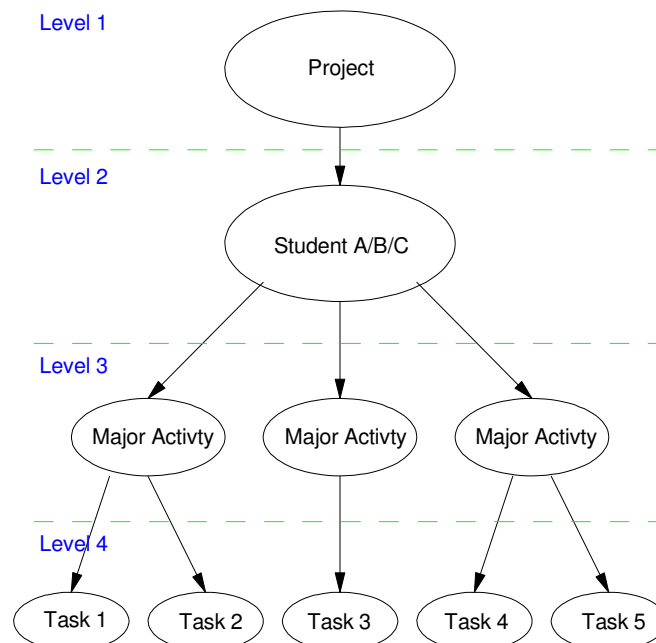
#### Relevant Standards

Search for engineering standards which are relevant to your project. Include where you searched, references to these standards (if found), and how they relate to your project.

#### Work Breakdown Structure

Brainstorm with your group and try to generate a list of

- The major activities that you need to finish to complete your project (level 3), and
- The tasks that need to be completed over the next two semesters (level 4)



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## One-Note

- Create a OneNote document that everyone in your group will be using
- Share the link to this document with Jeff Erickson and Jake Glower
- Split your OneNote document into sections with pages within some of the sections
- Fill in sections related to contact information and HW2: Project Charter

SD403_XX_YY		
Section	Pages	Content
Contact List	Contact Information	<i>Student A: Phone &amp; email Student B: Phone &amp; email Student C: Phone &amp; email Sponsor: Phone &amp; email</i>
HW2: Project Charter	Project Description	<i>short description</i>
	Project Charter	<i>What are the deliverables? What are the key elements? Time allocated (two semesters) Budget (usually \$300)</i>
	Biweekly Meeting Dates	<i>when you group meets with sponsor</i>
	Relevant Standards	<i>Standards searched Relevant standards (if any)</i>
	Work Breakdown Structure	<i>Major Activities (level 3) Tasks (level 4)</i>
Student A	<i>filled in by each student in upcoming homework sets</i>	
Student B	<i>ditto</i>	
Student C	<i>ditto</i>	

Organization of your OneNote document  
Name the document SD403\_XX\_YY where XX is the semester, YY is your group number

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