**PROJECT 9.3 VIRTUAL TEAM DESIGN PROJECT ~ DELIVERABLES CHECKLIST**

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| **DELIVERABLE** | **DESCRIPTION** |  |  | **COMMENTS** |
| Engineer’s Notebook | Documentation of daily work including team norms, brainstorming sketches, evidence of research, photographs, and summary of communication between team members. |  |  |  |
| Team Norms | Completed team norms document. |  |  |  |
| Decision Matrix | Select an overall concept for the desk organizer, including attachment mechanism. Each person proposes a detailed sketch of attachment mechanism. Decision Matrix is used to determine theme for desktop organizer. |  |  |  |
| 3D model: individual attachment designs | Minimum six parts (.ipt) and one assembly (.iam) that meet the design constraints regarding function and space limitations.  Note: Attachments should be designed to conform with overall organizer concept. |  |  |  |
| 3D model: overall desktop organizer | One presentation (.ipn) file showing exploded view of assembly. \*Should be animated for final presentation purposes.\* |  |  |  |
| Drawings:  Individual attachments | One isometric drawing with annotations describing the elements of the function and connectors (use the leadered text function to add notes). |  |  |  |
| Drawings:  overall dektop organizer | An isometric assembly drawing with annotations describing the elements and concept of the hole designs (use leadered text to add annotations). One isometric exploded assembly with balloons and BOM. |  |  |  |
| Presentation | Your audience is comprised of Office Supply Chain executives. Each design team will need to create a brief presentation outlining their design concept. Creativity is of the upmost importance! (usually a Google Slides presentation) |  |  |  |