MSD I 2205 End of Semester Checklist

Your team is responsible for completing all the tasks below BEFORE your final gate review with guide. Checklist must be signed by your guide at your final Gate Review (or earlier).

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| **Date Complete** | **Initial** | **Assignment** |
| 5/3 | AP | Manufacturing Consultation: Check all that apply   * No consultations needed yet * ME Shop (Hodenius, Maneti, Arnold, Wurzer) * Brinkman Lab (Kraynik) * Welding (Hodenius or Kraynik) * Water Jet (Kraynik) * AMPrint (Buffalin or Cormier) * Construct (Buffalin or trained staff) |
| 5/3 | AM | Subject Matter Expert Consultation:   * No consultations needed yet |
| 5/3 | AM | Facilities:   * Request tool kit if needed for spring semester   + Will request at the beginning of MSD II once we have a better idea of the tools we need * Workspaces should be clear; all items that can be put into storage units should be when not in use * Request work/storage space (if necessary)   + Storage Tote Acquired |
| 5/3 | AM | Planning & Documentation:   * Complete Confluence website for MSD I tasks * Schedule (and conduct) Gate Review * Confirm MSDII registration/sched. w/guide & team. * Complete plan for MSD II semester |
| 5/3 | AM | Purchasing/budget:   * Order long lead time items * Get updated budget log from MSD Office |

Guide Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Submit this form to the MyCourses Assignment when complete.