Design Review Instructions

The purpose of the formal graded design review is to allow the TAs to provide valuable feedback on each group's final design, engineering drawings, and other project details. Each group will receive a grade using the [Detailed Design Checklist](#) distributed in lab. Since a copy of the checklist is provided to each group, the expectation is that each team comes to the design review with all YES marks on the checklist. Inaccurate completion of the checklist will hurt your group's chance for success, so please be honest as you fill it out.

TIPS FOR GOOD DESIGN REVIEWS:

1. **Arrive prepared with a complete and printed D.R.3** your group is proud of; the alternative wastes everyone's time and hampers the TA's ability to provide valuable feedback.

2. **Write down all TA feedback** so your group can review the comments outside lab and the TA can examine and critique more of the report. Your TA is not your team's note-taker.

3. **Ask your TA to explain anything you don't understand, but don't argue with her/him.** Every TA is invested in their group's success and the feedback offered is done so with three goals in mind: (1) to improve designs, (2) to make designs easier to manufacture, and (3) to improve your D.R.3 grade. Encourage your TA to point out anything (s)he feels may be a potential problem with the design, and then later discuss and decide as a group whether you want to follow their advice. But don't be argumentative during the design review, as that only reduces the amount of assistance your TA can provide during the relatively brief window in which they can do so. If you have an obstinate or arrogant teammate who fallaciously believes challenging every correction and suggestion offered by the TA makes them look smart, instruct that person to be quiet or leave the lab during the design review, as their behavior is just going to decrease the amount of helpful feedback your TA can provide during the limited time available for the design review. Additional questions for clarification can always be asked after the design review is over.

4. During the design review the TA will likely catch several weaknesses and mistakes, since (s)he is knowledgeable about the requirements for each assignment. **The feedback provided during the formal design review can typically improve a group's performance and grade 10-15%,** if heeded.

5. Understand **the purpose of the design review is not for your TA to proof every drawing or report section;** that is the role of your team. Your TA will bring mistakes or omissions the notice to your attention while performing the design review; however they are more concerned with critically evaluating the function and manufacturability of your designs. Mistakes not found during the design review will still be penalized during the subsequent second grading of your DR3 resubmission.

6. The design review is the last chance for a TA to help improve your team's design; **if your group brings poor or incomplete work, you will not receive a second opportunity for a detailed design review,** which can severely impact your group's chance for success on the project.

POST-DESIGN REVIEW:

Mistakes and weaknesses noted on the [Detailed Design Checklist / Grade Sheet](#) which are not corrected will be doubly penalized when the D.R.3 resubmission is graded. **All drawings updated after the design review must possess updated revision letters** (e.g. update *Rev. A* to *Rev. B,* or *Rev B* to *Rev. C*).