Review key takeaways from experimental design

- Culminate in the need to improve upon those maintain the schedule

* We are now shifting gears & moving into the professionalism section of the class. Professionalism is assessed through communication. Really everything you do is worthwhile unless you can communicate the value of it to a jury of your peers. We will progress through a spectrum of communication:

**Spectrum of Communication:**

*Most Primitive
  - Face to Face Meetings
  - Emails & memos

*Face to Face Meetings
  - Letters
  - Sales pitches
  - Written proposals
  - Full reports
  - Presentations
  - Videos

*Most Advanced

- We will meet every other class as a group.

Aside from writing skills, meetings are vital to your success as engineers.

- Major experiments will usually require regular meetings & everyone will want something different. Before you know what they want, regardless of situation, here are key guidelines:

1) Read "How to Win Friends & Influence People" by Dale Carnegie on Amazon, still relevant.
2) Make a good first impression; easiest way is to smile, contagious & effective.
3) Have an agenda starting with primary things your boss cares about, review finish with what you care about.
4) Be an active listener. Take minutes; doodle, whatever it takes to look interested. I like real time on laptop.
5) You can never win an argument. Everything you can do to put you & your boss on the same page side is a plus!!! Give your boss the opportunity to have the idea = they are more likely to agree w/it.

6) Examples:

"We had a setback. The most important thing to say next is: 'This is how I fixed it.'" If you didn't have time to fix it say: "Here is what I propose to first #1 Best option? Why, #2 Next best? Why, #3 etc. Get boss feedback.

"What do you want me to do next?" Don't ever say this!! This says you were too lazy to even think about the problem. Always promise what to do next. Even in the worst case, that what you proposed was exactly wrong, your boss will have to tell you what to do next. Asking up front throws away any chance for you to impress them. Control your own future; save your boss time, your boss will have more time to seek out funds. [especially remember you in the end.]

7) Summary/Close meeting with action items/deliverables for next meeting. Only commit to specifics if you have time to know that they can be achieved. Under promise, over deliver.