Week 1 Lecture
Global TIES Intro: Nuts ‘n Bolts
April 6, 2012
Introductions

- Mandy Bratton, Director
  - OH by appointment, IDEA Center, Jacobs Hall
  - mbratton@eng.ucsd.edu

- Zach Salin, Global TIES Fellow
  - OH: Tuesdays 11a-1p, Thursdays 1p-3p, Calit2 6405
  - zsalin@ucsd.edu

- Barb Donovan, Program Specialist
  - M/W/F in IDEA Center, Jacobs Hall
  - bdonovan@eng.ucsd.edu

- Undergraduate Tutors
  - Lauren Rueda lrueda@ucsd.edu
  - James McCloskey jmcclosk@ucsd.edu
  - Greg Hattemer ghatteme@ucsd.edu
  - Kelsey Ellis kelseyellis12@gmail.com
  - Hien Nguyen hien.nguy3n@gmail.com
  - Abhinav Jha abjha@ucsd.edu
Course Structure

- **Friday Lecture - 1hr**
  - Present relevant topical lectures on humanitarian engineering concepts
  - Provide requisite lab safety training
  - Guest speakers will discuss topics participatory development

- **Team meetings - 2hr**
  - Discuss progress on agreed upon deliverables and update fellow team members
  - Assign new tasks and deliverables

- **Independent/Subteam work - 5hr**
  - Address tasks specifically relevant to your area of project responsibility

- **Overall commitment ~8hrs/week**
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4/6</td>
<td>Global TIES Intro: Nuts 'n Bolts</td>
</tr>
<tr>
<td>3</td>
<td>4/20</td>
<td>EH&amp;S Lab Safety Training</td>
</tr>
<tr>
<td>4</td>
<td>4/27</td>
<td>Guest lecture TBA</td>
</tr>
<tr>
<td>5</td>
<td>5/4</td>
<td>Poster Session</td>
</tr>
<tr>
<td>6</td>
<td>5/11</td>
<td>Final Presentations</td>
</tr>
<tr>
<td>7</td>
<td>5/18</td>
<td>Sun God - No lecture today</td>
</tr>
<tr>
<td>8</td>
<td>5/25</td>
<td>Final Presentations</td>
</tr>
<tr>
<td>9</td>
<td>6/1</td>
<td>Final Presentations</td>
</tr>
<tr>
<td>10</td>
<td>6/8</td>
<td>Final Presentations</td>
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</table>
• Global TIES teams receive a budget of $300/quarter
• Teams are now required to complete a preliminary budget before making any purchase requests.
• The new, universal budget form is available on the current students page of the Global TIES website, and have been shared with you via google docs.
• There are two parts to this budget:
  – An overall breakdown of projected costs by category
  – More detailed estimates for each category (i.e. Equipment, Hardware, Software, Materials, Travel, etc.)
• Treasurers must keep the budget updated to reflect any changes in the team’s projected expenses as well as all items purchased.
• A final copy of the budget must be included in the quarterly continuity report showing all actual expenditures and state of team finances for the quarter. Teams may also find it advantageous to draft a preliminary budget for the next quarter.
• Projected Team Budget must be completed by 4/13!
### Team Budgets

#### Income and Funding

<table>
<thead>
<tr>
<th>Income or funding source</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Global TIES budget</td>
<td>$300</td>
</tr>
<tr>
<td>Funding Source 1</td>
<td></td>
</tr>
<tr>
<td>Funding Source 2</td>
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</table>

#### Total Funding for Project

- **Total Funding for Project:** $300

#### Donated Materials and In-Kind Donations

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Value</th>
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</thead>
<tbody>
<tr>
<td>Donated Item 1</td>
<td></td>
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<tr>
<td>Donated Item 2</td>
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<tr>
<td>In-Kind Service 1</td>
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</table>

#### Total Funding for Project

- **Total Funding for Project:** $0

#### Expenses (est'd)

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Equipment/Tools</td>
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<tr>
<td>Hardware</td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td></td>
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<tr>
<td>Materials and Supplies</td>
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<tr>
<td>Travel</td>
<td></td>
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<tr>
<td>Misc.</td>
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</table>

#### Total Project Expense

- **Total Project Expense:** $0

#### Total Project Budget

- **Total Project Budget:** $300
<table>
<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
<th>Quote 1</th>
<th>Quote 2</th>
<th>Item Cost</th>
<th>Shipping Cost</th>
<th>Add'l/Misc. Cost</th>
<th>Item Total Cost</th>
<th>Item Description</th>
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</thead>
<tbody>
<tr>
<td>Equipment/Tools</td>
<td>Item</td>
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<td>Other Estimated Expenses</td>
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<td>0</td>
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<tr>
<td>Subtotal Equipment/Tools</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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• **Purchase requests are to be made by team Treasurers ONLY!**

• **Step 1.** Go to the form at: https://spreadsheets.google.com/viewform?formkey=dHBsTDc2TEpCbzNoZDIyREVJSFp2Wnc6MQ (copy and paste)

• **Step 2.** List the items/materials/supplies to be ordered in the “Description of Purchase” field. Be sure to include a detailed explanation of the need for the purchase in the “Item Rationale” field.

• **Step 3.** Please also enter the total cost for the item including all relevant taxes and shipping fees.

• **Step 4.** Include either the vendor information OR the URL for the website immediately before checkout.

• **Step 5.** Referencing the up-to-date budget you have kept for the school year-to-date, subtract the total cost of the item to obtain a current budget balance, and enter it in the appropriate field.
• **Step 6.** Enter the name of your faculty advisor and select your team from the drop-down menu.

• **Step 7.** Submit the form. Either Zach Salin or Barb Donovan will review your purchase request and notify you via email whether it has been approved or denied.

• **IMPORTANT:**
  
  – If the purchase is online, following approval Barb Donovan will make the purchase and have it shipped to ESS. You will receive a notification when your purchase arrives.
  
  – If the purchase is from an offline vendor, following approval YOU will be responsible for making the purchase. You MUST save your receipts and turn in a filled out reimbursement form within 2 weeks. Reimbursement forms are located here: [http://globalties.ucsd.edu/currentstudents.html](http://globalties.ucsd.edu/currentstudents.html)

• **Step 8.** Once your request is approved, be sure to enter the item into the appropriate category of the team quarterly budget and update all totals.
Lab Safety Training

- Required to use Global TIES project lab, WLH 2211
- EH&S will conduct MANDATORY safety training 4/20, 1pm-3pm
  - Location: TBA, likely Qualcomm Conference Room, 1st Floor, Jacobs Hall
  - All new Global TIES students are required to attend
  - Returning students who have not taken EH&S training in past calendar year may renew online
  - Make-up sessions available
Webmaster Responsibilities

- An annotated HTML template is available at globalties.ucsd.edu/currentstudents.html
- By Friday, Week 2 (4/13), you will email me (zsalin@ucsd.edu) with an updated HTML file which includes filled out:
  - Intro
  - Quarter Goals
  - List of sub-teams
  - Project photo
  - Team photo
  - Client Info
  - Body text (1/2-3/4 page summary of project, can be taken from executive summary of continuity report.)
  - Relevant links (project website, client homepage, etc.)
- If you need help editing .html files, please email me and I will assist you.
• The Global TIES Lab (WLH 2211) is a mess.
• Teams utilizing lab space are responsible for cleaning their respective lab tables as well as common areas
• Recycle any unused and unneeded materials in the appropriate free bins
• Throw away all trash (magazines, newspaper, loose wires, etc.)
• Clean the common tables/workstations and remove all project specific materials
• Each team member must keep a design notebook
  – Permanently bound
  – Pages numbered with an accurate index and contact sheet
  – Loose papers securely and permanently attached with glue
  – Use ink
  – Further guidelines available on WebCT and globalties.ucsd.edu/currentstudents.html
You should all be sitting with your teams. If your team is larger than 5, divide into groups of 5 or fewer people. If you’re not with your team, find the 3 or 4 people nearest you. They are now your team.

Send one representative from each group to the front to obtain:
- 1 UCSD Guardian
- 3 feet of tape

You will have 20 minutes to construct the tallest freestanding tower (not taped to the ground, supported by a wall, etc.) possible using a single UCSD Guardian and tape.