



Situational Awareness

Standard Operating Procedures for Room 303



System Initialization: Core Prerequisites

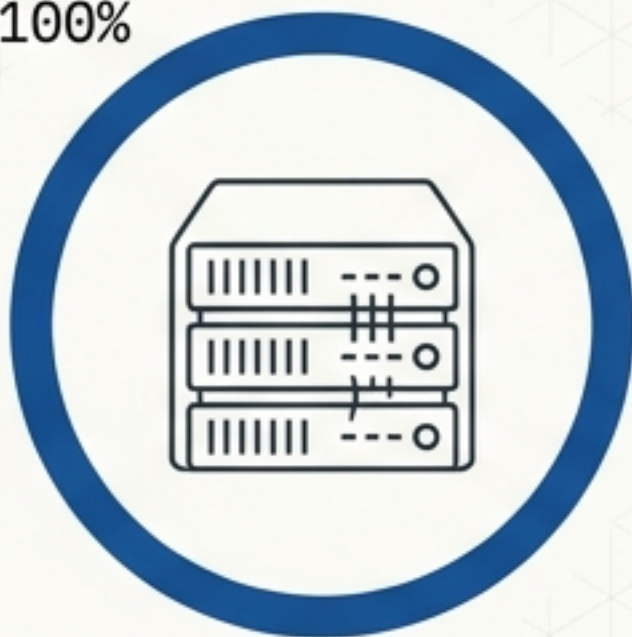
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SAFETY

Safety is always first. The foundational rule of the workspace.

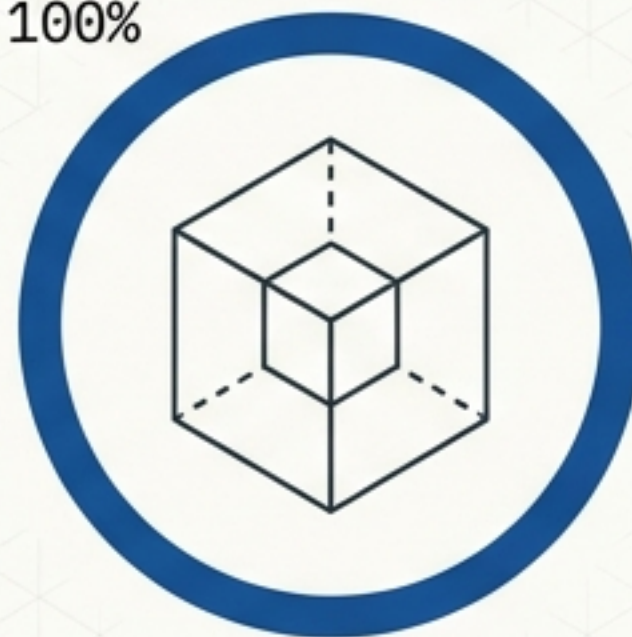
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GOGGLE DRIVE

Your primary hub for secure digital storage.

100%



ONSHAPE

Become an active member to access our design tools.

100%



LAB FEE

Pay the required fee to gain full operational clearance.

Strict Naming Protocol

Last Name, First Name_Project Name*

Comma, no space

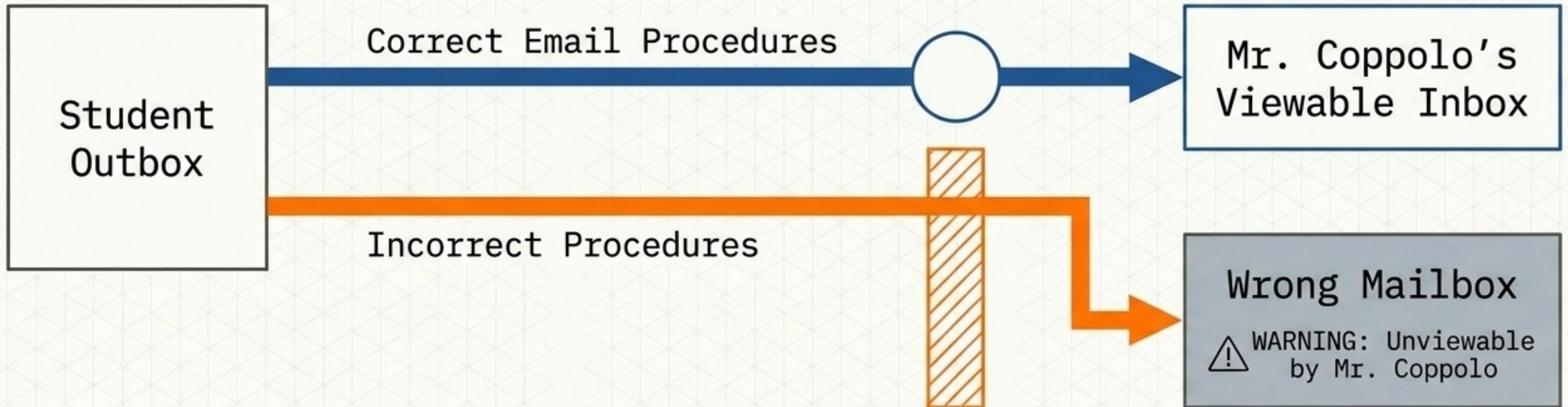


Underscore separator

*Must match the exact Project Name found in the grade book.

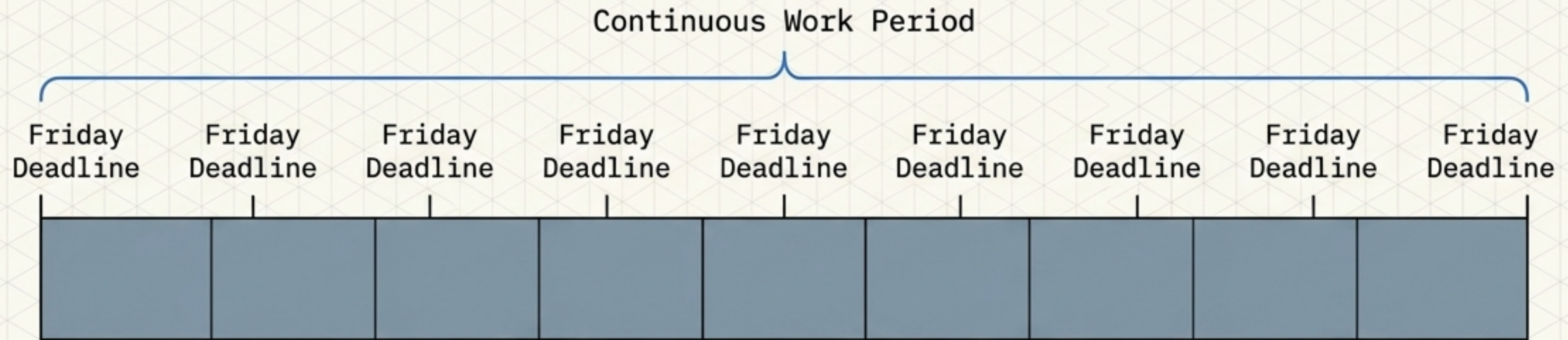
System Rejection Risk: Projects not using this exact naming protocol may not be accepted or graded.

Communication Routing & Responsibility



It is the exclusive responsibility of the student to keep track of assignments and ensure Mr. Coppolo has received the project.

The 9-Week Operating Window

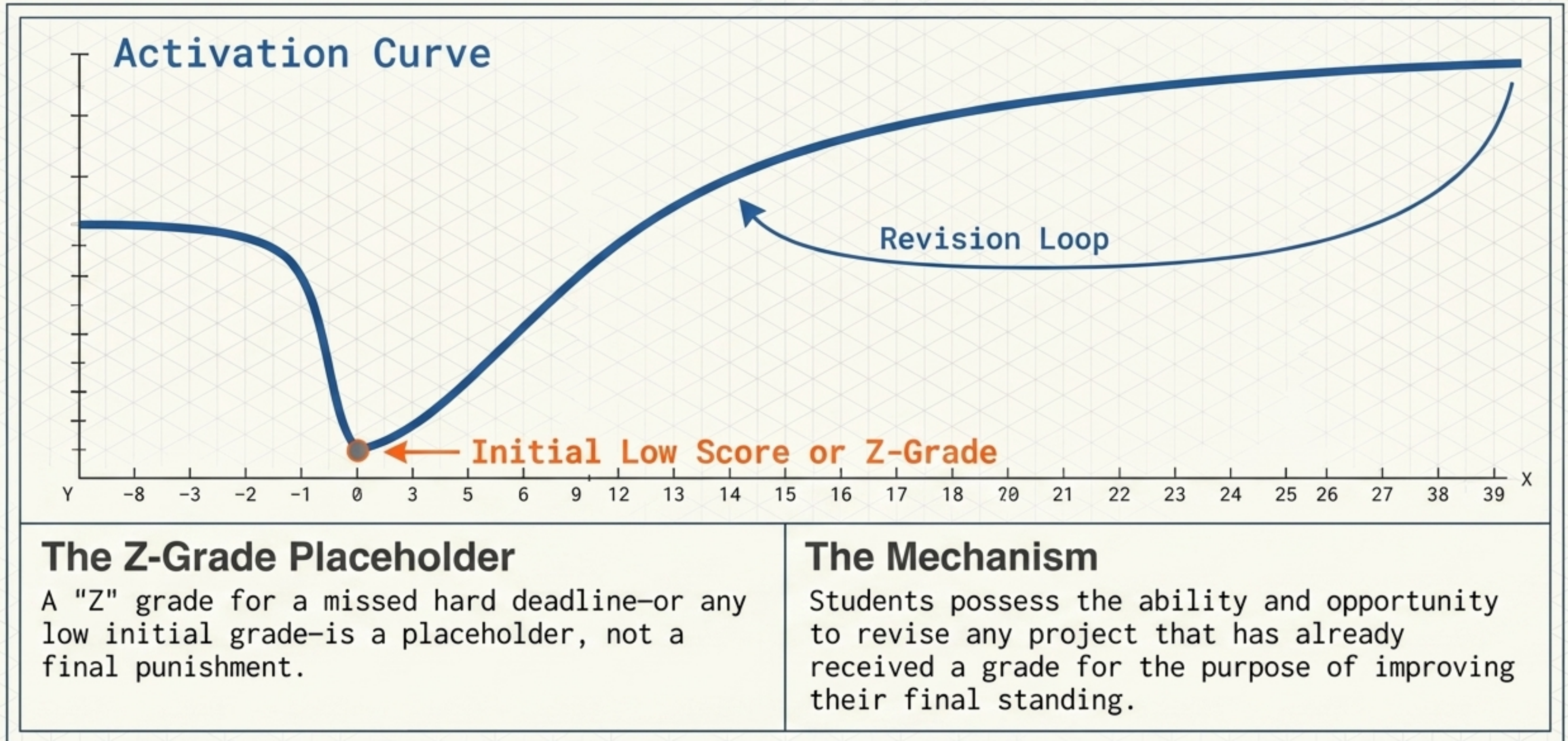


The baseline operating cadence. All projects and assignments have an initial due date, which normally falls on a Friday of each week. Students have the entire nine weeks to work on completing and turning in assignments.

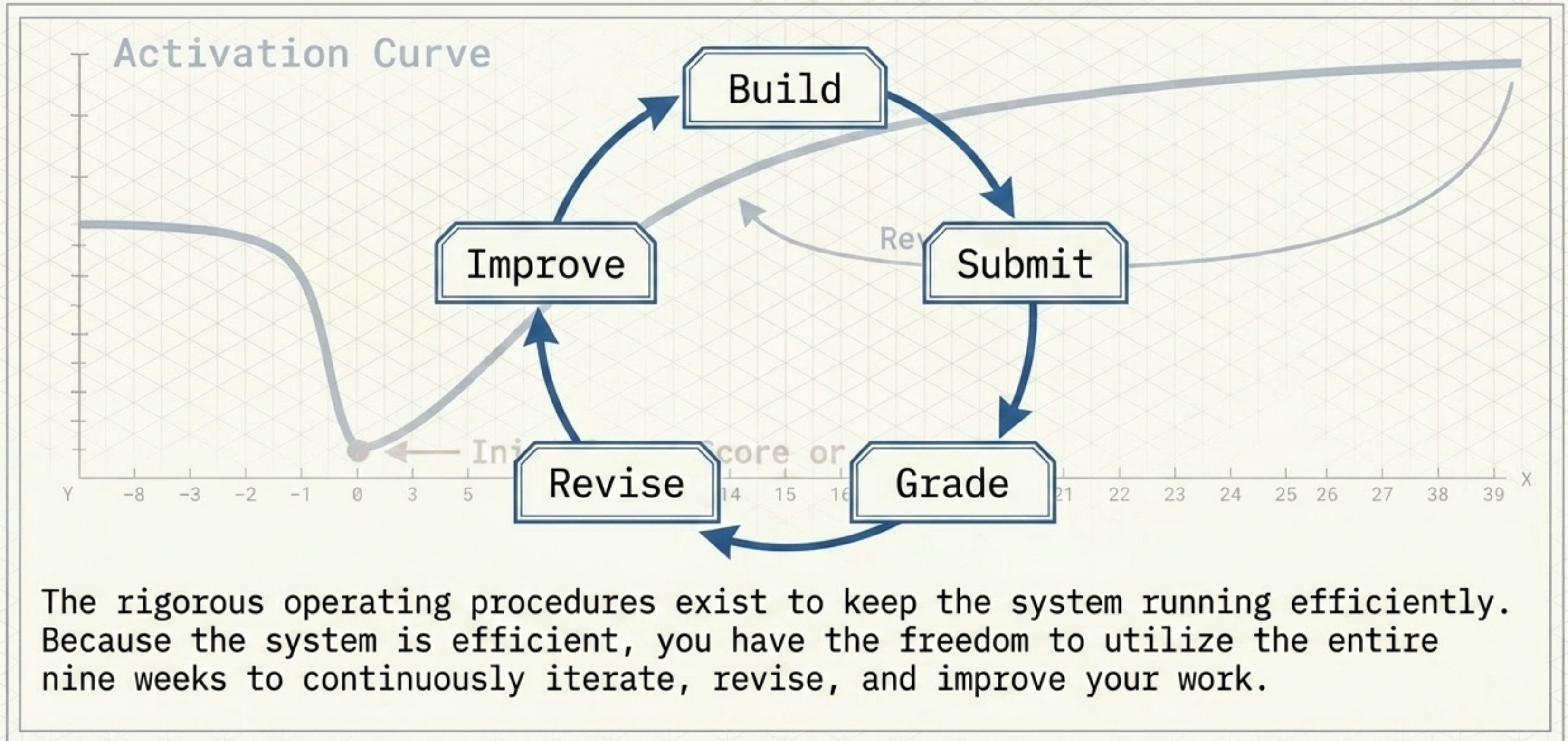
Deadline Diagnostic Matrix

	Soft Deadlines (Majority of Projects)	Hard Deadlines (Specific Projects)
Submission Window	Can be turned in after the due day.	Must be turned in on or before the due date.
Late Penalty	No penalties or reduction in grade.	A grade of 'Z' will be given immediately if not on time.

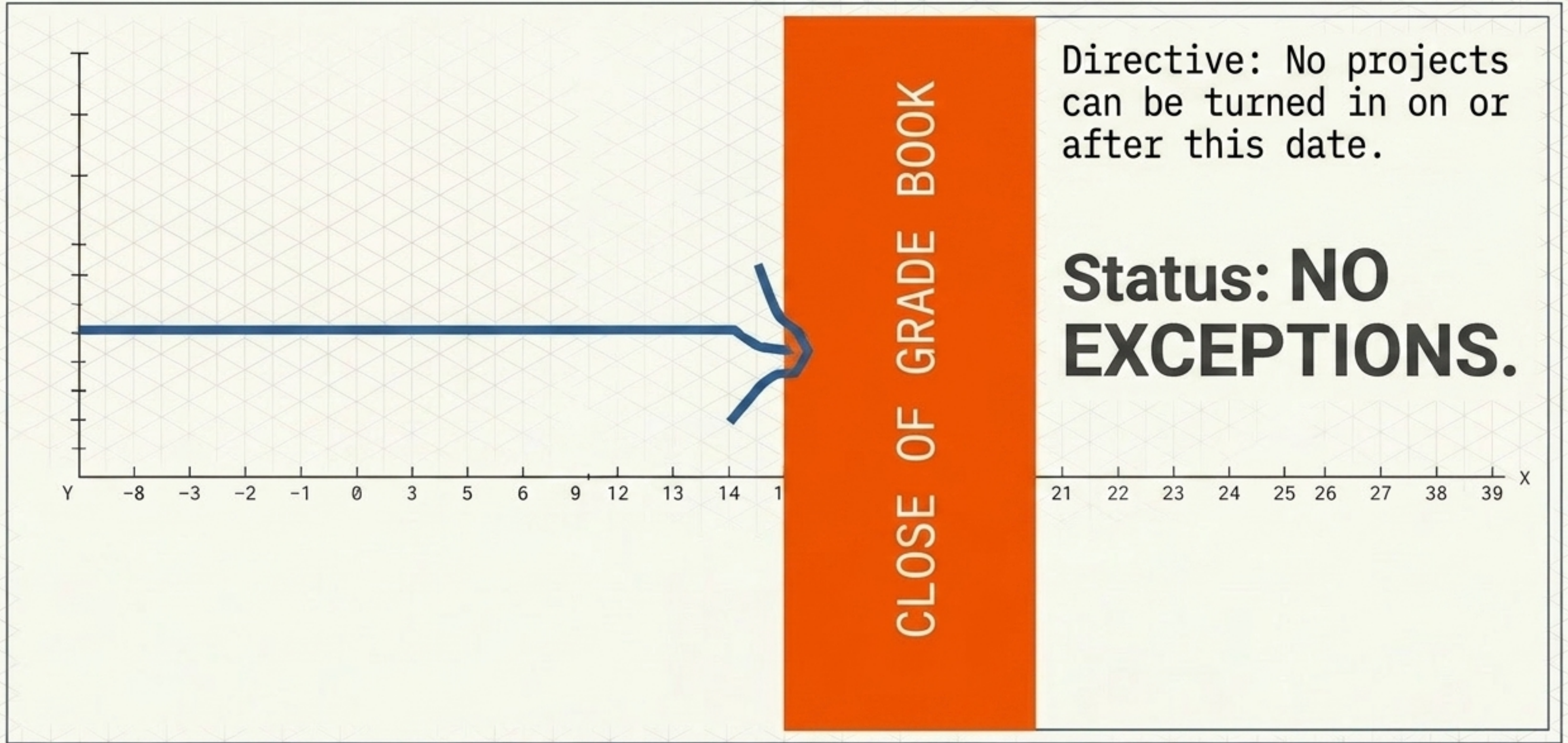
The Z-Grade Catalyst



The Continuous Improvement Loop



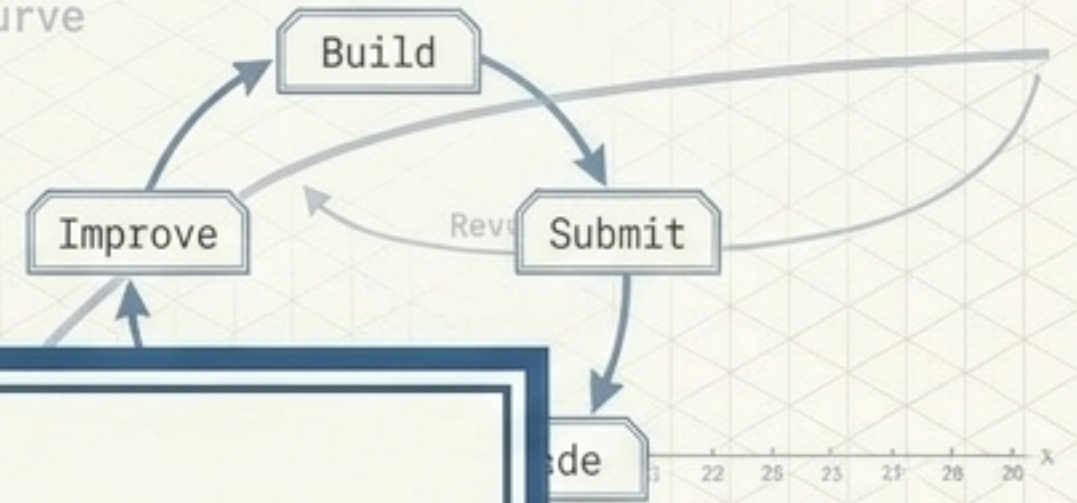
System Shutdown



System Shutdown



Activation Curve



Situational Awareness Achieved.

You now know the parameters of the system. Manage your storage, protect your communication routes, utilize the revision loop, and design without limits. Welcome to Room 303.

Naming Syntax

