



## BASE LEVEL GUIDELINES

BASE Level is required of every participating team – including those teams returning to participate for a second semester. Submission of the Design Brief secures your team’s spot as a Design Challenge participant and provides important information about the prospective team to TSGC.



- ❑ **First-semester teams** will submit an electronic Design Brief to identify team members and enter design project topic choices.
- ❑ **Second semester teams** will submit a Design Brief to reinstate the team for continuation and update the team’s profile.

**TEAM PRE-REQUISITES.** All teams/team members must meet the basic eligibility requirements stated in *Criteria for Participation* section of the program website [[www.tsgc.utexas.edu/challenge](http://www.tsgc.utexas.edu/challenge)].

### BASE LEVEL – DESIGN TEAM RESPONSIBILITIES

NEW ONE-SEMESTER TEAMS WILL:	EXISTING TWO-SEMESTER TEAMS WILL
<ul style="list-style-type: none"> <li>❑ Organize a team.               <ul style="list-style-type: none"> <li>▪ Establish team members.</li> <li>▪ Recruit a faculty advisor.</li> <li>▪ Name the team.</li> <li>▪ Determine the student team leader.</li> </ul> </li> <li>❑ Review program guidelines.</li> <li>❑ Determine project choices.</li> <li>❑ Map out project timeline &amp; budget.</li> <li>❑ Complete/Submit <i>Design Brief</i> to TSGC.</li> <li>❑ Begin <i>Tuesday Tag-Ups</i> with TSGC.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Re-establish team membership.</li> <li>❑ Update team’s plan for continuation.</li> <li>❑ Provide realistic budget/project timeline.</li> <li>❑ Complete/Submit <i>Design Brief</i> to TSGC.</li> <li>❑ Attach Semester I Final Report as point of reference for continuation</li> <li>❑ Include response to reviewer comments</li> <li>❑ Attach option area /budget items undertaken during the “break.”</li> <li>❑ Begin <i>Tuesday Tag-Ups</i> with TSGC.</li> </ul>
<p><b>BASE LEVEL DELIVERABLES</b></p> <p><b>Design Brief</b></p> <ul style="list-style-type: none"> <li>❑ One-Page Electronic Design Team Profile <a href="http://www.tsgc.utexas.edu/challenge/db_profile/">http://www.tsgc.utexas.edu/challenge/db_profile/</a></li> <li>❑ Follow-Up Team Info as requested</li> </ul>	<p><b>DEADLINE</b></p> <p>See “Semester Timetable” Page for Semester-Specific Date</p> <hr/> <p><b>\$\$ AWARD</b></p> <p>None.</p>

<b>DEADLINE</b>	<p><b>SEE THE “SEMESTER TIMELINE” PAGE” FOR THE RANGE OF SEMESTER-SPECIFIC DATES THAT DESIGN BRIEFS WILL BE ACCEPTED.</b></p> <p><b>NOTE THAT ALL SUBMISSION DEADLINES ARE DUE BY MIDNIGHT ON THE DEADLINE DAY SPECIFIED.</b></p>
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### NOTES AND RECOMMENDATIONS:

- All teams will submit the electronic *Design Brief*. See *Design Brief Guidelines* for details.
- *Design Brief* submissions received after the deadline will not be considered.
- Design topics will be assigned on a first-come first-served basis based on the completeness of the *Design Brief* submitted. Additional restrictions may apply.
- Teams begin submitting *Tuesday Tag-Ups* upon acceptance of *Design Brief*
- Additional resources to help the team learn more about **DESIGN CHALLENGE** policies and procedures can be found in the Program’s web-based *Design Team Notebook*.

### TSGC WILL PROVIDE THE TEAM WITH

- Feedback regarding submission; immediate news of topic acceptance; mentor contact info.
- Hardcopies of the Design Team Notebook are available by request only. A “green” electronic version is available by downloading pages from the Design Team Notebook via the Program Website.