



"Tag-Up" is a term coined by John Yaniec, Lead Test Director for NASA's Reduced Gravity Program, to describe the 7:00 am updates or briefings his team uses to address the latest goings-on in the department. In the TSGC DESIGN CHALLENGE setting, it will be used as a means for team leaders to brief TSGC on the design team's weekly progress.



If one single requirement is going to make the team-leader whine this semester, it will be the weekly Tuesday Tag-Up briefing. Although the regularity of this email requirement can become a drain at times, it is regarded as one of the best tools TSGC has for maintaining communication with the teams.

In addition to reporting the team's weekly progress, the team leader can use the TTU to let off steam about lax team members, brag about accomplishments made during the week, talk about concerns over getting things done on time and report budget items purchased. It lets TSGC know how the team is working; and it lets the team leader know TSGC is listening.

Tuesday Tag-Up reports are emailed each Tuesday [as you might expect] before midnight throughout the semester beginning at the time the Design Brief is accepted and ending with the team's Showcase presentation.

Here's a Sample:

From: Student Team Leader
To: Debbie Mullins <mullins@tsgc.utexas.edu>
Subj: UT-Bevo Blasters - Tag Up - Week #3

Team Name: Bevo Blasters
Institution: University of Texas, Austin
Topic Title: Effects of Artz Barbeque Baby Back Ribs Deprivation on ISS Crews

Dear Debbie:

Although this week started off rather slow, the week ended on a good note.

Overall Project Status: *How is the project going? Is everything on target?*

Activities this week: *What has the team been doing this week? Any meetings?*

Problems Encountered: *Any surprises thus far?*

Approximate Number of Hours Spent on Design Activity This Week:
How much time did the team devote to the project this week?

This Week's Budget Items Include: *Any expenses incurred?*

Activities Planned for Next Week: *What do you have planned for next week?*

Additional Comments: *Anything else you want to mention!*