

FSAE Design Briefing Preparation Checklist

Team Information

- **Team Name:** _____
 - **Competition:** _____
 - **Design Briefing Due Date:** _____
 - **Team Captain:** _____
-

1. Team Overview & Update Section

Task	Assigned Member	Due Date	Status	Notes
Team introduction and history			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Team organization chart			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Current year challenges/goals			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Team photo and key members			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

2. Vehicle Overview Section

Task	Assigned Member	Due Date	Status	Notes
Vehicle specifications sheet			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Mass breakdown analysis			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Vehicle CAD renderings (3-view)			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

Task	Assigned Member	Due Date	Status	Notes
Design philosophy summary			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Key design highlights			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Performance predictions			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

3. Chassis/Frame System

Task	Assigned Member	Due Date	Status	Notes
Design objectives and criteria			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Frame design analysis (FEA)			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Material selection justification			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Manufacturing process description			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Chassis CAD drawings/photos			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Testing and validation results			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

4. Suspension System

Task	Assigned Member	Due Date	Status	Notes
Suspension architecture decision			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Kinematic analysis			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Spring and damper calculations			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Component selection rationale			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Suspension geometry drawings			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

Task	Assigned Member	Due Date	Status	Notes
Testing data and validation			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

5. Powertrain System

Task	Assigned Member	Due Date	Status	Notes
Engine/motor selection justification			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Drivetrain configuration			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Performance calculations			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Cooling system design			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Powertrain CAD and schematics			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Dyno testing results (if applicable)			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

6. Electronics & Controls

Task	Assigned Member	Due Date	Status	Notes
Electronic architecture overview			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
ECU and sensor selection			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Wiring harness design			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Data acquisition system			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Control algorithms/tuning			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Electronics testing and validation			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

7. Aerodynamics (If applicable)

Task	Assigned Member	Due Date	Status	Notes
Aerodynamic package design			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
CFD analysis results			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Wind tunnel testing (if done)			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Aero component manufacturing			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Performance impact analysis			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

8. Safety & Ergonomics

Task	Assigned Member	Due Date	Status	Notes
Cockpit design and ergonomics			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Safety systems integration			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Driver controls layout			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Brake system design			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Safety compliance verification			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

9. Manufacturing & Assembly

Task	Assigned Member	Due Date	Status	Notes
Manufacturing process documentation			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Assembly sequence planning			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

Task	Assigned Member	Due Date	Status	Notes
Quality control procedures			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Manufacturing timeline			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Cost analysis and budgeting			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Lessons learned documentation			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

10. Testing & Validation

Task	Assigned Member	Due Date	Status	Notes
Testing plan development			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Component-level testing			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Vehicle-level testing			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Performance validation			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Data analysis and conclusions			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

11. Event Strategy & Performance

Task	Assigned Member	Due Date	Status	Notes
Points goal by event			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Acceleration event strategy			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Skidpad event strategy			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Autocross event strategy			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Endurance event strategy			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

Task	Assigned Member	Due Date	Status	Notes
Overall competition strategy			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

12. Document Preparation

Task	Assigned Member	Due Date	Status	Notes
Design briefing template downloaded			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
All sections drafted			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Graphics and figures prepared			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Technical review completed			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Final proofreading done			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Document submitted			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

13. Presentation Preparation

Task	Assigned Member	Due Date	Status	Notes
Team introduction rehearsed			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Technical Q&A preparation			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Supporting materials organized			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Mock presentation sessions			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	
Member roles defined			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Complete	

Progress Summary

- **Total Tasks:** ___
- **Completed:** ___
- **In Progress:** ___
- **Not Started:** ___
- **Overall Progress:** ___%

Weekly Review Schedule

Week	Review Date	Attendees	Key Issues	Action Items
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				

Notes and Comments

Use this space for additional notes, issues, or important reminders

Last Updated: _____

Updated By: _____

Revision #3

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