Team Info Sheet Part I

Establishing a New VIP Team

Preferred Submission Timelines:

|  |  |  |
| --- | --- | --- |
| Form or Event | To start at team in Spring | To start a team in Fall |
| Team Info Sheet Part I (this form) | September 30 | March 1 |
| Team Info Sheet Part II | October 20 | March 15 |
| Poster Information Session | Late October | Mid March |
| Phase I Registration | October 28, 2019 | March 23, 2020 |

To establish new teams:

* Instructors submit a team information sheet (this form) to the VIP Director, [Ed Coyle](http://www.vip.gatech.edu/contact).
	+ The online team listings are based on these info sheets, and they are not very involved.
	+ Projects should have an initial scope of 3-5 years, with a project description general enough to last many semesters.
* Once projects are approved, VIP staff will send instructors an additional form (Part IIa) for scheduling and contact information, along with more information on VIP course administration (Part IIb: syllabus, grading, etc.).
* Once the second form is received, approved projects will be added to the online listing of VIP teams.
* Student Recruiting:
	+ Poster information sessions are held prior to Phase I registration, to recruit students for the following semester.
		- Posters are based on the team information sheets, and are put together by instructors, graduate students or undergraduate students.
		- A template will be provided, and the VIP Program will print it.
		- Instructors will keep the posters for use at future recruiting events.
	+ Teams with lower enrollments will be invited to participate in a second poster information session on Tuesday of the first week of class.
* Student approvals:
	+ In a team’s first one or two semesters, the VIP Director will handle student applications.
	+ Once comfortable with the general VIP format, instructors usually prefer handling their applications. This is usually in their second semester or year.

Team Information Sheet

|  |  |
| --- | --- |
| Team Name (30 character limit): |   |
| Instructor(s): |  |
| Instructor(s) home department(s): |  |
| Partners and Sponsors:  |  |
| Goals:  |   |
| Issues Involved or Addressed: |   |
| Methods & Technologies: (10 maximum) | 1 |  | 6 |  |
| 2 |  | 7 |  |
| 3 |  | 8 |  |
| 4 |  | 9 |  |
| 5  |  | 10 |  |
| Students |
| Majors You’re looking for on this team:(10 maximum, **this will soon increase**) | 1 | Choose an item. | 6 | Choose an item. |
| 2 | Choose an item. | 7 | Choose an item. |
| 3 | Choose an item. | 8 | Choose an item. |
| 4 | Choose an item. | 9 | Choose an item. |
| 5 | Choose an item. | 10 | Choose an item. |
| Are you willing to have Online Masters Computer Science (OMSCS) students on your team? |
| Preferred interests and preparation (general or by major) | Examples:Major(s) XYX: Background/interest in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Major(s) ABC: Experience with or willingness to learn \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Major(s) LMN: Completion of [course name or number]. |
| Images & Video |
| Sources for free & royalty free images:* <https://pixabay.com/> Note, top row of results are usually sponsored advertisements.
* Google image search: 🡒 Click on “tools”
* Under the usage rights drop-down, choose “labeled for reuse” or “labeled for noncommercial reuse”(or other as appropriate)
 |
| Main Image: Team icon and main imageCollages do not work well as icons, but can be used as secondary images.Proportions: 3x4 (height x width) | Example from Bee-Snap team:  |
| Additional imagesProportions: 3x4 (height x width) |  |
| Video link:(Youtube) |  |