

**Meeting Purpose:** To receive technical feedback on the system-level design.

**Materials to be Reviewed:** One-Page Project Summary, Customer Needs, Engineering Specifications, Benchmarking, Risk Analysis, Design Concept Selection Process, System Overview, Force and Kinematic Overview, Control System and Delay Overview

**Meeting Date:** Friday, January 16, 2009

**Meeting Location:** Building 78, Room 2150 (78-2150)

**Meeting time:** 11:00am – 12:30pm

**Timeline:**

<b>Meeting Timeline</b>		
<b>Start Time</b>	<b>Topic of Review</b>	<b>Required Attendees</b>
11:00am	One-Page Project Summary	All Attendees Required
11:05am	Customer Needs and Engineering Specifications	All Attendees Required
11:10am	Benchmarking and Risk Analysis	All Attendees Required
11:20am	Design Concept Selection Process	All Attendees Required
11:25am	System Overview	All Attendees Required
11:35am	Force and Kinematic Overview	All Attendees Required
12:00pm	Control System and Delay Overview	All Attendees Required
12:20pm	Final Questions/Concerns	All Attendees Required
12:30pm	End Meeting	All Attendees Required