

# Action Items



	Task Name	Assigned To	Status	Due Date	Priority	Comments
1	Submit peer review forms	EVERYONE	Complete	11/07/11	!	Send to Leo F.
2	Create System Test Plan	Thomas Mittner	In Progress	11/09/11	!	
3	System Level Assembly Plan	Thomas Mittner	In Progress	11/09/11	!	
4	Check on laser cutting status	Thomas Mittner	In Progress	11/09/11	!	
5	Look into pigtail connectors	Ryan Legault	In Progress	11/11/11		
6	Add test points to the PCB	Dave Herrera	In Progress	11/11/11	!	
7	Add indicator marks to PCB	Dave Herrera	In Progress	11/11/11	!	
8	Look into diode on relay	Matt Cappello	In Progress	11/11/11		
9	Edit QFD I target values	Thomas Mittner	In Progress	11/11/11	↓	
10	Correct FMEA	Thomas Mittner	In Progress	11/11/11	↓	
11	Combine shipping costs	Thomas Mittner	On Track	11/11/11	↓	
12	SW: Align Latch	David Sonneborn	In Progress	11/11/11	↓	
13	SW: Ventilation (slots)	Matt Owens	Planned	11/11/11	!	
14	SW: Wire Harnessing	Bharat Thazhathu	Planned	11/11/11	!	
15	SW: PCB Layout	David/Matt	In Progress	11/11/11	!	
16	SW: Electric Connections	David/Matt	Planned	11/11/11	!	
17	SW: Use std. drill sizes for all	Thomas/David	Planned	11/11/11	↓	
18	SW: insert new idea for Tamiya	David Sonneborn	In Progress	11/11/11	!	
19	SW: redo all drawings	Bharat Thazhathu	Planned	11/11/11	!	
20	DRW: Tolerences	Bharat Thazhathu	Planned	11/11/11	!	
21	DRW: Fill out boxes	Bharat Thazhathu	Planned	11/11/11	!	
22	DRW: Revision, Date, approved	Bharat Thazhathu	Planned	11/11/11	!	
23	Update ME BOM	David Sonneborn	In Progress	11/11/11	↓	
24	SW: Reassemble with new fasteners	David Sonneborn	In Progress	11/11/11	!	
25	SW: Battery attachment	Matt Owens	In Progress	11/11/11	↓	
26	SW: Model Battery	Bharat Thazhathu	In Progress	11/11/11	↓	
27	Check Material Thickness	ME/Thomas	Planned	11/11/11	!	
28	Create a Drawing Checkout Doc	ME/Thomas	Not Started	11/11/11	!	