

December 21, 2012

MSD I – Week 4, Preliminary System Design Review

Meeting Start Time – 8:55 am

Members Present: Raymond Boronczyk, Evan Lammertse, Sam Remp, Yokai Ro, Ryan Shaw, Kristi Weaver

Notes on presentation

- Functional Decomposition: reorganize to vertical display (left -> right)
- Pugh Matrix: new iterations, more combinations, new datum
- Risk Assessment: separate mitigation & plan B, add trigger dates
- Schedule: add view of Gantt chart
- Fixture: reorder slides, incorporate into Pugh Matrix
 - Idea: place properties into fixture for calibration process
 - Idea: spring loaded probe

Action Items:

- **Kristi & Ray:** perform material research
- **Evan:** work on developing specs
- **Kristi:** work breakdown structure
- **Kristi:** update functional decomp
- **Ryan:** begin defining & documenting functions & interfaces
- **Kristi:** update risk assessment
- **Sam & Yokai:** motor research

Meeting adjourned – 10:17 am