

**P13431 – Stackable Cots**

**Meeting Purpose** (*clearly state objectives of the meeting*): **Detailed Design Review**

**Materials to be Reviewed** (*list all documents to be reviewed at the meeting including revision*): **Risk Assessment.pdf, Process Flow.pdf, Bill of Materials.pdf, Customer Needs.pdf, Specifications.pdf, Canvas Materials.pdf, Attachment Matrix.pdf, Questions**

**Meeting Date:** **11/09/2012**

**Meeting Location:** **Conference Room**

**Meeting time** (*indicate start and stop time for entire review*): **2:00 P.M. – 3:30 P.M.**

**Timeline** (*in table below indicate start time for each activity, the topic of review, and the required attendees*):

Meeting Timeline		
Start time	Topic of Review	Required Attendees
	<b>Customer Needs</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Customer Specifications</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Risk Assessment</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Process Flow</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Canvas Material Matrix</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Attachment Matrix</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Design Concepts</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Bill of Materials</b>	<b>Kaemmerlen, Brownell, Uzelac</b>
	<b>Questions</b>	<b>Kaemmerlen, Brownell, Uzelac</b>

