

**Meeting Purpose:** Present and critically review Concrete Arborloo Base Design with subject matter experts.

Verify readiness to move forward with implementation.

**Meeting Date:** Thursday, December 10, 2013

**Meeting Location:** Design Center (Front)

**Meeting time:** 3:30 – 5:00 pm

**Meeting Timeline:**

Start time	Topic of Review	Team Member Responsible	Required Attendees
3:30	<ul style="list-style-type: none"> <li>● Problem Definition               <ul style="list-style-type: none"> <li>○ Project Background (Home Page)</li> <li>○ Customer Requirements</li> <li>○ Engineering Requirements</li> <li>○ Functional Decomposition</li> </ul> </li> </ul>	Victoria	Tom Leasure, John Topping, Canoe Team members (Joe, Kurt)
3:40	<ul style="list-style-type: none"> <li>● Geometry               <ul style="list-style-type: none"> <li>○ Shape Validation</li> <li>○ Mold Design</li> </ul> </li> </ul>	Evan/Joe/Mac <ul style="list-style-type: none"> <li>● Evan/Joe</li> <li>● Mac</li> </ul>	Dr. Ghoneim
4:00	<ul style="list-style-type: none"> <li>● Composition               <ul style="list-style-type: none"> <li>○ Test Procedure</li> <li>○ Mix Overview</li> <li>○ Reinforcement</li> <li>○ Barefoot Architect Test</li> <li>○ Material Costs</li> <li>○ Mix Comparisons</li> </ul> </li> </ul>	Joe/Mac/Victoria/Anthony <ul style="list-style-type: none"> <li>● Mac</li> <li>● Joe</li> <li>● Joe</li> <li>● Evan</li> <li>● Victoria</li> <li>● Anthony</li> </ul>	Dr. Varela
4:20	<ul style="list-style-type: none"> <li>● Features               <ul style="list-style-type: none"> <li>○ Handle Feasibility</li> <li>○ Handles and Stamps</li> <li>○ Sealers and Release Agents</li> <li>○ Concrete Coloring</li> <li>○ Squat Hole Size Determination</li> <li>○ Hole Cover</li> </ul> </li> </ul>	Evan/Anthony/Victoria <ul style="list-style-type: none"> <li>● Evan</li> <li>● Anthony</li> <li>● Anthony</li> <li>● Anthony</li> <li>● Victoria</li> <li>● Anthony</li> </ul>	
4:35	<ul style="list-style-type: none"> <li>● Complete Design               <ul style="list-style-type: none"> <li>○ Design Drawings/BOM                   <ul style="list-style-type: none"> <li>■ Circle</li> <li>■ Dome</li> </ul> </li> </ul> </li> </ul>	Evan/Joe	

# MSD P14416

# Technical Review Agenda

4:40	<ul style="list-style-type: none"><li>● Requirement Analysis<ul style="list-style-type: none"><li>○ Preliminary Test Plans</li></ul></li></ul>	Mac	
4:50	<ul style="list-style-type: none"><li>● Project Planning &amp; Execution<ul style="list-style-type: none"><li>○ Updated Risk Assessment</li><li>○ Project Schedule - Gantt Chart</li><li>○ Budget Tracker</li><li>○ MSD II Plan – Milestone Schedule</li><li>○ Lessons Learned</li><li>○ Limitations &amp; Improvements</li></ul></li></ul>	Evan/Victoria <ul style="list-style-type: none"><li>● Evan</li><li>● Victoria</li><li>● Anthony</li><li>● Victoria</li><li>● Evan</li><li>● Anthony</li></ul>	