

Minutes

3/11/13

- In order to get caught up for next week's reviews I looked over what Zona wants/what he thought was lacking from last review and generated this list of action items. Our goal should be to get these done for thursday so that we can review them and see which of them needs to be improved before the review.
- Also, don't forget to submit the peer review before the end of the week.

ACTION ITEMS

- **Anushka,**
 - Update BOM
 - Upload Meeting Minutes to Edge
 - Any Last Purchase
 - Write up on the purchasing issues that we have had and the steps taken to correct them
- **Kyle,**
 - Keep working on Machining Parts
 - Review Piping Invoice
 - Let me know if you can handle more work or if you are tied up by machining.
- **Brian,**
 - Update Schedule
 - Writing Paper/Making Poser needs to start week 1
 - When updating schedule, create a list of what items we are on track or and what items we are behind on.
 - Work on the final paper. Try to have a decent amount done for the review on tuesday
 - Review Piping Invoice
- **Mitchell,**
 - Update Risk sheet to include that our motor is no longer water resistant but that we are mitigating the issue with the enclosure.
 - Update the existing procedural to include what information we have so far (pretty much everything except interacting with the DAQ such as which valves need to be open and shut to run the test manually or automatically)
 - Figure out what DDR action items we had and what we did to close them out or if they still need to be completed.
 - Zona wants a requirements traceability matrix
 - Can you figure out what this is and start putting it together.
- **Jake,**
 - Finalizing the Imagine RIT registration
 - Programing DAQ
 - Figure out our Phase 3 deliverables
 - Issue Management Document
 - Plan to get back on schedule