

Meeting Activity Agenda

15001

Attendees:

- Adam Podolec: Electrical Engineer / Project Lead
- Megan Ehrhart: Senior Electrical Engineer
- Tyler Leichtenberger: Mechanical Engineer
- Noah Schadt: Mechanical Engineer / Team Facilitator
- Jared Green: Senior Mechanical Engineer
- Geni Giannotti: Biomedical Engineer / Treasurer

Current Meeting	Next Meeting
Location: BAD Lab	Location: BAD Lab
Start Time: 8:30am	Start Time: 8:00am
End Time: 11:00am	End Time: 11:00am
Meeting Date: Tuesday 2/10/15	Meeting Date: Thursday 2/12/15

Meeting Agenda:

1. Team Dynamics Discussion
 - a. Group performance (+ / Δ). Review past week's (+ / Δ) for accountability.
 - b. Mechanical & Electrical weekly progress update/demo (show and tell)
 - c. Any new scheduling conflicts or concerns?
 - d. Check if any pet peeves or conflicts arose
 - e. Role distribution; is anyone seriously overworked or underworked?
 - f. Does anyone believe they are assigned any unnecessary work?
 - g. Open the floor to anyone for general comments/concerns
2. Review action items from week 2 review
3. Review phase plans and task distribution/deadlines
4. Review individual tasks and confirm appropriate distribution
5. Some form of sugar in a tin can :)

MSD II Week 2 Group Performance	
+ (sustain)	Δ (opportunities)
MSD I Week 15 Group Performance	
Megan did a good job getting us through our phase 5 submission documents	Upload more work to EDGE

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All					
Keep EDGE up to speed					
Megan	Adam	Geni	Jared	Tyler	Noah
Get power working	ASME - Email	Working Model	Working Model	Couster workarounds - failure table	Abstract - edit mechanical feasibility
Abstract - edit electrical feasibility	Research Autodesk ForceEffect Motion	Research Autodesk ForceEffect Motion	Sub-terrain testing	Redesign fasteners for LCH*	Test muscle - above max Pr.
EDGE Mastering		Strap mending	IR lid design on LCH*	IR lid design on LCH*	Brainstorm Wiring LCH*
Edit - end state shared vision		Nazareth - communications	Redesign fasteners for LCH*	Leak test proposal?	
Brainstorm Wiring LCH*		System LCH* drawing change	Brainstorm Wiring LCH*	EDGE - update CAD	
		Strap thickness measurement		Test muscle - above max Pr.	
		Adam's Bio			
		Control diagram for strap design			

Action Items					
Item #	Description	Responsible	Due Date	Close Date	Comments
CM01	Develop a Working Model with sensitivity analysis and better understanding of importance.	GG/JG	Wk5	IP	JG's computer
A001	Redesign fasteners for 3D printed part	JG/TL	Wk5		Threaded inserts
A002	Customer workarounds on failure table	TL	Wk5		Think about it
A003	Research Autodesk Force Effect Motion	AP/GG	Wk5		And try 123D Catch
A004	Edit end state shared vision	ME	Wk5		Title and Nazareth nicety/ user feedback
A005	Control diagram for strap design	GG	Wk5		Don't get hit by a bus
A006	Brainstorm wiring securement LCH	JG/ME/NS	Wk5		Add to problem tracking
A007	Test muscle above max operating psi	NS/TL	Wk5		Find portable compressor
A008	Design lid for LCH IR sensor	JG/TL	Wk5		Customer recommended