

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 / 9:00am
End Time: 11:00am	End Time: 11:00am
Meeting Date: Tuesday 2/24/15	Meeting Date: Thursday 2/26/15

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. Discuss/iterate the following:
 - a. Risk List
 - b. Problem tracking
 - c. Project Plan
 - d. ER Plan
 - e. Week 5 shared vision – are we on track?
 - f. Agenda for week 5 review
 - g. Week 8 shared vision
3. Review action items from week 2 review and week 4 informal guide meeting
4. Review individual tasks and confirm appropriate distribution

MSD II Week 4 Group Performance	
+ (sustain)	Δ (opportunities)
MSD II Week 2 Group Performance	
8:30am meeting time	

Meeting Activity Agenda

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All					
Keep EDGE up to speed					
Megan	Adam	Geni	Jared	Tyler	Noah
Audio prototyping	Email Dr.D and Ed to meet in the BAD Lab next Thursday	Nazareth - pedometer communications	Project plan edits and updates	Email the Construct	Update ER fruition phase 2
SD-card debug	Agenda for week 5 meeting	Added foot width measurement		Finalize LCH redesign, with threaded inserts	Find distance with steps
Hardware low batt.?	Update test plan table?	System LCH drawing change		Email - Geni w/ budget & dim.	Notes
	Autodest ForceEffect Motion /123Catch	Autodest ForceEffect Motion /123Catch			

Action Items - MSD II - Week 2 and Guide meeting -Week 4					
Item #	Description	Responsible	Due Date	Close Date	Comments
CM01	Develop a Working Model with sensitivity analysis and better understanding of importance.	GG/JG	Wk5	Wk4	JG's computer
A001	Redesign fasteners for 3D printed part	JG/TL	Wk5	Wk4	Threaded inserts
A002	Customer workarounds on failure table	TL	Wk5	Wk4	Think about it
A003	Research Autodesk Force Effect Motion	AP/GG	Wk5	IP	And try 123D Catch
A004	Edit end state shared vision	ME	Wk5	Wk3	Title and Nazareth nicety/ user feedback
A005	Control diagram for strap design	GG	Wk5	Wk4	Don't get hit by a bus
A006	Brainstorm wiring securement LCH	JG/ME/NS	Wk5	Wk3	Add to problem tracking
A007	Test muscle above max operating psi	NS/TL	Wk5	Wk4	Find portable compressor
A008	Design lid for LCH IR sensor	JG/TL	Wk5	Wk4	Customer recommended
G001	Wrap up working model with recommendations	JG/NS	Wk5	Wk4	Put a bow on it
G002	Control diagram for strap design roughly 3/4"	GG	Wk5		
G003	Find working distance vs. steps	NS	Wk5		
G004	SD Card to problem tracking	ME	Wk5		
G005	Left foot vs. right foot BOM analysis		Wk11		Not urgent