

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: 8:30am
End Time: 11:00am	End Time: 11:00am
Meeting Date: Tuesday 3/03/15	Meeting Date: Thursday 3/05/15

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
3. Review individual tasks and confirm appropriate distribution

MSD II Week 5 Group Performance	
+ (sustain)	Δ (opportunities)
MSD II Week 2 Group Performance	
8:30am meeting time	

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Megan	Adam	Geni	Jared	Tyler	Noah
SD-card debug	Problem tracking for leak test	Nazareth - IRB communications Monday	Wearability testing	Construct communication	Notes
Additional ER column	Email Dr.KLK perpetually	Control diagram add thickness	Phase 3 project plan edits and updates	Iterate LCH redesign, with threaded inserts	Upper brace sewing
	Wearability testing	System LCH drawing change	Nazareth with Geni	LCH SME discussions	
		Added foot width measurement			
All					
Phase 2 submissions to Hanzlik					

Action Items - MSD II - Week 2 and Guide meeting -Week 4					
Item #	Description	Responsible	Due Date	Close Date	Comments
A001	Left foot vs. right foot BOM analysis		Wk11		Not urgent
A002	Control diagram for strap design thickness	GG	Wk8		Don't get hit by a bus
A003	Time to replace customer workarounds	TL	Wk11		
A004	Contact JJ about Nazareth visit	GG	Wk6		