

# 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 3/10/15	Meeting Date: Thursday 3/17/15

## 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 individual tasks and confirm appropriate distribution
3. Review week 8 shared vision

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

# Meeting Activity Agenda

15001

Task Distribution List					
<i>P15001: Active Ankle Foot Orthotic - Updated on March 4, 2015</i>					
Megan	Adam	Geni	Jared	Tyler	Noah
SD-card debug	Wearability testing	Nazareth work	Wearability testing	Construct communication	Leak testing
Solenoid ramping [done?]	Solenoid ramping [done?]	Forward IRB email to Dr.D	Phase 3 project plan edits and updates	Finalize LCH redesign & order parts	Tracker summary on re-sewed test
Leak test	Leak test	System LCH drawing change	Nazareth with Geni	Plan corrosion test	Add ER owners
	Email Dr.KLK perpetually	Strap control diagram to EDGE		Add time column to customer workarounds	Upper brace additional sewing
					Notes