

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 or Senior design floor?
Start Time: 8:30am	Start Time: 8:00am
End Time: 11:00am	End Time: 11:00am
Meeting Date: Tuesday 3/17/15	Meeting Date: Thursday 3/19/15

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. Admin stuff.
 - a. update risk list
 - b. Review problem tracking
 - c. Thursday meeting agenda
 - d. Week 12 shared vision
 - e. Review individual task list

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

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Problem Tracking

P15001: Active Ankle Foot Orthotic - Updated on March 16, 2015

Megan	Adam	Geni	Jared	Tyer	Noah
Soldering LCH PCB	Prepare email for Hanzlik	Nazareth work	Phase 3 project plan edits and updates	Finalize LCH, redesign and order parts	Tracker summary on re-sewed test
placing sensors with Geni	update problem tracking for leak test	Forward IRB email to Dr. D	Nazareth w/Geni	plan corrosion test	Add ER owners
Log walking data	Email Leo to schedule meeting w/Geni	System LCH drawing change	Power testing	add time column to customer work arounds	Upper brace additional sewing
	Type up noise test results	Strap control diagram			
		Email Leo w/Adam			