

# 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 3/31/15	Meeting Date: Thursday 3/30/15

## 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. Prepare for meeting with Mr. Farnand.
3. Update individual task list, match tasks to shared vision
4. Discuss trip to Utah

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