

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: MSD Area
Start Time: 1:00pm	Start Time: 11:00am
End Time: 2:00pm	End Time: 2:00pm
Meeting Date: Tuesday 10/14/14	Meeting Date: Thursday 10/16/14

Meeting Agenda:

1. Team Dynamics Discussion
 - a. Past week + Δ
 - b. Any new scheduling conflicts or concerns?
 - c. Does any member believe they are underworked or overworked?
 - d. Check if any pet peeves or conflicts arose
 - i. Last week our guide mentioned FBD's as a pet peeve
 - e. Encourage team members to ask for help if needed
 - f. How do you feel about our performance in the phase, any concerns?
 - g. Open the floor to anyone for general comments/concerns
2. Review updated prioritized tasks and nail down deadlines for completion
3. Identify, and plan for what extra steps must be taken to become "A" level
4. Chocolate chip cookie cake concession
5. Status on ASME contest
6. Subject Matter Experts (SME): do we have any unanswered questions we must take action on?
7. Review individual tasks; is the work and role distribution appropriate and manageable?
8. MechE and EE break out to discuss detailed testing plans

Old Business Items:

- Risk Updates
- Strain problem
- ASME contest
- Numbers in the document footers
- Muscle optimization phase 1

New Business Items:

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Items Left Outstanding:

- Nazareth discussion

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Action items – Owners / Deadline:

- ❖ Team Tasks
 - Populate tables by Tuesday 10/14
 - Feasibility tests need useful outcomes
 -
- ❖ Adam Podolec
 -
 - Long term (10/21)
 - Bio
 - In Air flow look at flow of air muscle
- ❖ Megan Ehrhart
 - Add column in feasibility
 - Long term (10/21)
 - Research low air alert
 - Always and forever
 - Make EDGE AWESOME
- ❖ Tyler Leichtenberger
 - Talk to guide about risks
 - Long term (10/21)
 - In Air flow look at flow of air muscle
 - Consider Permanent Elastic in front
 - Consider not using a quick connect / revise design
- ❖ Jared Green
 -
 - Long term (10/21)
 -
- ❖ Geni Giannotti
 - Purchase brace by Tue 10/14
 - Added column/notes in prioritized tasks
 - Prepare lower foot attachment plan
 - Complete report from foot-lift feasibility test
 - Add MIT document to EDGE
 - Long term (10/21)
 -
- ❖ Noah Schadt
 -
 - Add notes
 - Add corrosion test to long term plan (10/9)
 - Visit Performance paintball research regulators
 - Long term (10/21)
 - Refine foot-lift model with angles

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- Complete report from foot-lift feasibility test
- Consider Permanent Elastic in front

Meeting Notes:

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Week 7 Presentation Group and Peer Performance	
+ (sustain)	Δ (opportunities)

Week 9: Rubric

Deliverables (quantity & quality)

Phase-specific deliverables:

- Proof-of-concept (POC) – analysis, simulation, prototyping of critical subsystems
- Requirements flow-down to subsystems (subsystems specs)
- Next level decomposition (sub- subsystems)
- Test plan (updated)

- Subsystem Design Review

Process

- Use of phase-specific tools => outcomes: breadth of tools used, execution, analysis, iteration
- Customer is appropriately engaged
- Requirements flow-down: customer => system => subsystems => components => tests
- Revisit analyses
- Problem solving & risk assessment
- Project planning and tracking
- Use of feedback
- Team functioning
- Documentation

- Execution of review

Contribution to Team

Quantity & quality of results, adherence to team norms and values, peer reviews, professional behavior, effective communication, use of feedback, project planning and tracking, logbook and other documentation