

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
- Numbers in the document footers

New Business Items:

- ASME contest
- Muscle optimization phase 1

Items Left Outstanding:

- Nazareth discussion
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Action items – Owners / Deadline:

- ❖ Team Tasks
 - Prepare a list of individual tasks, pending and complete, per Megan's template
- ❖ Adam Podolec
 - Research ASME contest requirements/deadlines
 - Solenoid
 - Long term (10/21)
 - Bio
 - In Air flow look at flow of air muscle
- ❖ Megan Ehrhart
 - Email Guide about:
 - Prioritized lists
 - Ask about review date
 - Confirm Monday meeting at 12:30-2:00
 - Long term (10/21)
 - Research low air alert
 - Always and forever
 - Make EDGE magnificent
- ❖ Tyler Leichtenberger
 - Talk to guide about risks
 - Upload and complete upper muscle FBD
 - Work on CAD to achieve 10%
 - Consider strain problem and concern
 - Long term (10/21)
 - In Air flow look at flow of air muscle
- ❖ Jared Green
 - Work on stair detection
 - Long term (10/21)
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- ❖ Geni Giannotti
 - Update the prioritized tasks week 9
 - Responsible for BOM
 - Prepare lower foot attachment plan
 - Long term
 - Email Nazareth contact with question
- ❖ Noah Schadt
 - Ask SME about test rig set up
 - Visit Performance paintball research regulators
 - Add notes
 - Long term (10/21)
 - Refine foot-lift model with angles

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- Complete report from foot-lift feasibility test
- Add corrosion test to long term plan
- Consider Permanent Elastic in front

Meeting Notes:

- Iteration is a good word to keep in our vocabulary for this phase
- Geni explained the buying process
- Decided not to skype with guide this week
- Planned on meeting with customer informally on Thursday 10/16
- Extra tasks to get an "A"
 - Individual task lists
 - Documenting what we did and how it ties in
 - Test reports must up, good, and conclusive
- Tyler and Noah to perform more testing after meeting

Week 7 Presentation Group Performance	
+ (sustain)	Δ (opportunities)
Adam sent a nice email to the group	
Megan's individual task list	Individual tasks lists for everyone

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