

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: 12:30pm	Start Time: 11:00am
End Time: 2:00pm	End Time: 2:00pm
Meeting Date: Monday 10/20/14	Meeting Date: Tuesday 10/21/14

Meeting Agenda:

1. Meet with Guide, to report progress and confirm expectation
 - a. Review prioritized tasks
 - i. Owners discuss their individual tests, results, & outcomes
 - b. Ask the blatant “what do we need to do to get an A question”
 - c. Address action items from previous review
 - d. Address individual three week plans
 - e. Discuss risk table expectations
 - f. Discuss moving forward plan
 - g. Pumpkin bread break (outside the BAD Lab)
2. Quick Team Dynamics Discussion
 - a. Past week + Δ
 - b. Any new scheduling conflicts or concerns?
 - c. Check if any pet peeves or conflicts arose
 - d. Does any member believe they are underworked or overworked?
 - e. Does any team member need help with anything?
 - f. Open the floor to anyone for general comments/concerns
3. Recap weekend tasks including contest owners
4. Assign action item owners from meeting with guide
5. Review individual tasks; is the work and role distribution manageable?

Old Business Items:

- Risk Updates
- Strain problem
- ASME contest
- Numbers in the document footers

New Business Items:

- Long term plan

Items Left Outstanding:

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Action items – Owners / Deadline:

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- ❖ Team Tasks - All
 - Prepare a list of individual tasks per Megan's template in Subsystems/Electrical
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- ❖ Adam Podolec
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 - Solenoid
 - Long term
 - Bio
 - In Air flow test look at flow of air muscle
- ❖ Megan Ehrhart
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 - Order parts
 - Filtering test
 - Advance Pseudocode
 - Advance Arduino Schematics
 - Ongoing
 - Make EDGE magnificent
- ❖ Tyler Leichtenberger
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 - Upload report and FBDs
 - Work on deflection problem
 - Update risk table
 - Work on CAD to achieve 10%
 - Long term
 - In Air flow test look at flow of air muscle
- ❖ Jared Green
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 - Filtering test
 - Basic timing diagram
 - Long term
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- ❖ Geni Giannotti
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 -
 - Write test report from lower foot attachment
 - Include FBD

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- Draft the BOM
- Work on the budget
- Long term
- Email Nazareth contact with question

❖ Noah Schadt

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- Visit Performance paintball and test paintball tank
- Add notes / email
- Work on getting LabVIEW test rig to work
- Draft report from the muscle optimization stage I
- Long term
- Refine foot-lift model with angles
- Complete report from foot-lift feasibility test
- Add corrosion test to long term plan
- Consider Permanent Elastic in front

Meeting Notes:

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Action items:

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Week 8 Group Performance	
+ (sustain)	Δ (opportunities)

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Action Items					
Item #	Description	Responsible	Due Date	Close Date	Comments
A001	Adjust Use Scenario	Geni	10/9		Switch before sitting
A002	Change "FOS" instead of multiplier	Noah	10/9	10/5	ER units column
A003	Use a constant system of units	Noah	10/9	10/5	ER units column
A004	ER temperature is not heat	Noah	10/9	10/5	ER units column
A005	Consider not using a quick connect	Tyler	10/21	10/15	To be included in DDR
A006	Look at weight per hour	Jared	10/9	10/9	In the batteries EA
A007	In Air flow look at flow of air muscle	Tyler & Adam	10/21	10/20	Consideration for test
A008	Unplanned use scenario	Geni	10/21	10/9	Inflate for misuse
A009	Research low air alert	Megan	10/21	10/16	Discussed with customer
A010	Consider Permanent Elastic in front	Noah & Tyler	10/21		By DDR
A011	Weight budget	Tyler	10/9	10/9	
A012	Refine foot-lift model with angles	Noah	10/21		
A013	Consider more technical risks	Tyler	10/21		Ongoing
A014	Add corrosion test to long term plan	Noah	10/9		Need long term test plan

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