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:

- Team Tasks - All
  - Prepare a list of individual tasks per Megan's template in Subsystems/Electrical
  - Add individual tasks
  - Review agenda that Megan creates by 5pm (COB)
- Adam Podolec
  - Solenoid – specifically for project

  Long term
  - Bio
  - In Air flow test look at flow of air muscle
- Megan Ehrhart
  - Update youtube channel
  - Debug plan
  - Agenda for SSDR
  - Order parts
  - Filtering test

  Ongoing
  - Make EDGE magnificent
- Tyler Leichtenberger
  - Add CAD to EDGE
  - Update EDGE Risk table
  - Update EDGE Report
  - Compression sleeve
  - Work on deflection problem

  Long term
  - In Air flow test look at flow of air muscle
- Jared Green
  - Update project plan
  - Filtering test
  - Basic timing diagram

  Long term
  -
- Geni Giannotti
  - Research prosthetic legs
  - Create FBD commit to EDGE and test pictures
  - Risk table
  - Project plan to EDGE
  - Order_

  Long term
  - Email Nazareth contact with question
- Noah Schadt
  - Assembly plan for muscles
  - Capacity

- 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:

- Guide focused on high level & shared vision
- What happens when this meets a dog?
- Milk carton, heat gun, thermo-plastic reforming idea for lower foot attachment
- Ergonomics – socks, abrasion, comfort levels
- Guide may have brace
- Email Dr.G
- Level Shifter
- Leaks, the users breath will smell bad

Action items:

- Brainstorming secure foot
- Geni another test to modify test
- Ergonomics upper limits in this phase
- Deflection study
- Capacity test
- CAD
- Shared vision
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Unrefined notes:

- Very good EDGE
- Reduced our ignorance
- How has our system proposal been refined
- Traceability of our work; we have refined the detail
- Then week 15, what we have planned
- Ask individuals then ask group (comfort)
- Does not expect us to have everything done
- Should have showed initiative and next steps
- He does recognize we have other commitments
- High level – shared vision
- Milk carton, thermo plastic, heat gun
- Too soft, comfort operating window
- Where do you want the elastic strain to occur?
- A level work is more formal
  - <u>Problem, needs process to come to a solution</u>
- Upper foot attachment
  - Not survey – need something in design phase

  - Q.*Do you see it as important in this phase?*
  - A. He does
  - Our consideration is biased
  - Comfort levels in this phase
- Socks? Is that good?
- Key stakeholders , end users, satisfaction ratings
- Consider it, take care of it, have a plan
- Have them on end users – good survey results
- Nazareth – comfort going there again SME
  - Ergonomic reference, get her to help us
  - Sweating was a big thing
- Operating space, strain
- CAD we don't need stuff at this stage CAD – what we need
- Perfect storm of goodness (Geni can make GAD drawings)
- CAD we need an assembly drawing
- BOM
- Fault mode detection
- Low pressure sensor
- Debug - build
- Tie in soft side requirements to test plan
- Part of the traceability should be risk changes - that indicate (+ change)
- What are you working on – where are you going?
  - Gets you to the happy land
- Edisms
  - 7 Ed personalities
- Week 12 shared vision – have that meeting
- Decomposing – magnify
- SME list began to be generated.
- You guys are on track – outstanding needs shared vision
- Own your answers – even if they are weak ones

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

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