

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: 12:45pm	Start Time: 11:00am
End Time: 2:00pm	End Time: 2:00pm
Meeting Date: Monday 10/6/14	Meeting Date: Tuesday 10/7/14

Meeting Agenda:

1. Team Dynamics Discussion
 - a. Presentation + Δ
 - b. Peer Review + Δ
 - c. Any new scheduling conflicts or concerns?
 - d. Check if any pet peeves or conflicts arose
 - i. Identify, understand, and solve the conflict as a group
 - e. Does any member believe they are underworked or overworked?
 - i. If not, fix it
 - f. Encourage team members to ask for help if needed
 - g. Open the floor to anyone for general comments/concerns
2. Review Action items from design review
 - a. Be sure to revisit risk table and brainstorm specific risks
3. Review Subsystem design rubric
 - a. We need a plan to clarify MSD's expectations
4. Take a Pumpkin Muffin break
5. Discuss shared vision
 - a. See how shared vision breaks down into tasks
 - b. Make a list of those tasks and any from risks
6. Discuss individual three week plans
 - a. Check for coverage on all task above
7. List of experts
8. Head start on subsystem design
9. Recap does each member feel their role/tasks are appropriate and manageable?
 - a. If not, fix it

Old Business Items:

- Nazareth discussion

New Business Items:

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- Peer Review
- Three Week Plan
- Risk Updates
- List of Experts
- Subsystem design head start

Items Left Outstanding:

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Action items – Owners / Deadline:

❖ Team Tasks

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❖ Adam Podolec

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- Survive the weekend!
Long term (10/21)
- Bio
- In Air flow look at flow of air muscle
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❖ Megan Ehrhart

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- Cleaning SVN and Edge. All the documents from phase 1 need to be published and working copies will move to our private directory.
Long term (10/21)
- Research low air alert
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❖ Tyler Leichtenberger

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- Preliminary weight analysis? See Megan or Jared for electronic weights
- Contact Dr.KLK about meeting w/ Noah
Long term (10/21)
- Consider more technical risks
- In Air flow look at flow of air muscle
- Consider Permanent Elastic in front
- Consider not using a quick connect / revise design
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Week 6 Presentation Group and Peer Performance	
+ (sustain)	Δ (opportunities)

List of Residential Experts			
Design Question	Field	Potential Residential Experts	Owner

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