

# Meeting Activity Log

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 +  $\Delta$
  - b. Peer Review +  $\Delta$
  - 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:

-

Action items – Owners / Deadline:

- ❖ Team Tasks
  - 
  - 
  -
- ❖ Adam Podolec
  - 
  - Long term (10/21)
  - Bio
  - In Air flow look at flow of air muscle
- ❖ Megan Ehrhart
  - Add prototype test to EDGE
  - Draw pseudo-code block diagram
  - Long term (10/21)
  - Research low air alert
- ❖ Tyler Leichtenberger
  - Talk to guide about risks
  - Preliminary weight analysis? See Megan or Jared for electronic weights
  - Contact Dr.KLK about meeting w/ Noah
  - 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
  - Block diagram on Visio
  - Distance sensor prototype
  - Long term (10/21)
  -
- ❖ Geni Giannotti
  - Complete report from foot-lift feasibility test
  - Add MIT document to EDGE
  - Long term (10/21)
  -
- ❖ Noah Schadt
  - Add notes

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- Add corrosion test to long term plan (10/9)
- Visit Performance paintball research regulators
- Long term (10/21)
- Refine foot-lift model with angles
- Complete report from foot-lift feasibility test
- Consider Permanent Elastic in front

## Meeting Notes:

- Adam is still going to be very busy the next few weeks
- Megan did a good job with EDGE
- When it runs out of air we want it to hold the foot
- Tyler should talk to our guide about risk expectations (FMEA?)
- MechEs and EEs split to discuss their problems
- Megan listed the EE needs: Block diagrams, block timing diagrams, feasibility testing, distance sensing, pressure, force sensor, resistor mapping... Megan knows
- EEs asked how we could measure the pressure on the foot
  - MechEs said we could use chalk and a scale if necessary
- We need to ask our customer if we can make kits and different sizes for our design to accommodate various foot sizes
- Make a test plan tomorrow

Week 6 Presentation Group and Peer Performance	
+ (sustain)	Δ (opportunities)
Good job Megan for passing the mic	New slides, like the Nazareth visit, should be reviewed before presenting them
Good job Adam on timing and managing	Preparing for questions that will be answered
Focusing on who we are speaking to	Distributing
Good confidence	Noah-timeliness
2 note takers	<b><u>All-Report writing</u></b>
Good back up slides	Don't use ambiguous slides like the one with the ankle brace

List of Residential Experts			
Design Question	Field	Potential Residential Experts	Owner
Not publically disclosed	N/A	N/A	N/A

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## **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