

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 11/10/14	Meeting Date: Tuesday 11/11/14

Meeting Agenda:

1. Team Dynamics Discussion
 - a. Past week + Δ
 - b. Any new scheduling conflicts or concerns?
 - c. Check if any pet peeves or conflicts arose
 - d. Role distribution; is anyone overworked or underworked?
 - i. Is that a foreseeable problem for the DDR?
 - ii. Does any team member need additional help to make the DDR outstanding?
 - e. Open the floor to anyone for general comments/concerns
2. Prepare for meeting with customer
3. Planning/tracking – are we on-track? Have we left anything out?
4. Review individual tasks and confirm appropriate task distribution
5. Brownies
6. EE/MechE breakout
 - a. MechE brainstorming session (Quick Pugh charts?)
 - i. Design integration (Pugh?)
 1. Fabric integration of upper and lower brace
 2. Lower tether attachment
 3. Upper tether attachment
 4. Tensioning mechanisms
 5. Muscle attachment to upper brace
 6. Path of the power line
 - b. EE's... you're all doing a pretty awesome job so just keep doing whatever it is you're doing ☺ its much appreciated

Old Business Items:

-

New Business Items:

-

Items Left Outstanding:

- Will need a table of flow down from ER all the way to components (flow chart?)

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Action items – Owners / Deadline:

- ❖ Team Tasks - All
 - Prepare test plans for MSD II (similar to test proposals)
 - Keep track of action items from the review
- ❖ Adam Podolec
 - Ping Guide about meeting
 - Email Geni about solenoid
 - Talk to JG about schematics & power options
 - Prepare agenda for DDR
 - Long term
 - Bio
- ❖ Megan Ehrhart
 - Finish Layout PCB
 - Get budget vendors to Geni
 - MSD II test
 - Electrical system build plan
 - Long term
 -
- ❖ Tyler Leichtenberger
 - Design attachment in CAD
 - Iterate upper attachment
 - Long term
 -
- ❖ Jared Green
 - PCB Sensors / Schematic (almost done)
 - Micro SD card selection (space needed)
 - Talk to Adam about power source
 - MSD II project plan
 - Update Detailed design project plan on a weekly basis
 - Long term
 -
- ❖ Geni Giannotti
 - Update drawings
 - Post documentation to EDGE by tomorrow
 - Long term
 - BOM specs
 - Budget
- ❖ Noah Schadt
 - Perform and document strain test / add details to prioritized tasks
 - Update CAIR capacity for budget
 - Post documentation to EDGE by tomorrow
 - Refine foot-lift model / report

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- Read Adam's email and discuss
- Type questions for Dr.D
- Long term
- Notes

Meeting Notes:

- Pet peeves identified for Megan is the US pronunciation of "Library" and "buried" as in "Library" here:
<http://dictionary.cambridge.org/us/pronunciation/british/library>
- Scheduling: Noah has a lot of work to do, Tyler's EA lab is a joke
- All team members should write their MSD II test plans
 - Adam made a template
 - Do individual test plan
 - Let Jared know what test plans there are for MSD II so he can add them to the MSD II test plan
- Megan to send Geni BOM vendor information by Sunday
- Risk list planned for Thursday
- For Thursday we planned to discuss
 - Shared vision
 - Prioritized tasks
 - Risk List
 - MSD II test plan
- Questions for customer meeting:
 - Walking up/down stairs (ME)
 - Budget/tank (GG, NS)
 - Brace attachment (TY, NS)
 - Pulley? (NS)
- Team reviewed the BOM at the status meeting
- MechE held a brainstorming session

Week 11 Performance	
+ (sustain)	Δ (opportunities)
Stayed on top of things pretty well	
Just a work week	

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Action Items					
Item #	Description	Responsible	Due Date	Close Date	Comments
A001	Consider Permanent Elastic in front	Noah & Tyler	11/11		By DDR
A002	Refine foot-lift model with angles	Noah	11/11		By DDR
A003	Consider not using a quick connect	Noah & Tyler	-		Gate Review
A004	BOM: add columns (vendor/shipping)	Geni	11/11		By DDR (long term)
A005	Look into downsizing electrical side	Megan	11/11		By DDR (long term)
A006	Add music to videos	Noah	-		(optional :)
A007	Color correlation on the M-opt plot	Noah	11/11		Make EGDE clearer
A008	Engineering metric for foot attachment	Geni	11/11		Need to quantify things
A009	Ask Dr. C about compression sleeves	Geni & Jared	11/11		Nazareth clinic
A010	Tweak/update sketched	Geni	11/11		GAD models
A011	Color code the risk table with changes	Tyler	11/11		Expect likelihood changes
A012	Test strain of fishing line	Noah	11/11		Hang weights on the line
A013	Increase severity of fishing line risk	Tyler	11/11		See other strain risk
A014	Move pressure alert priority down	Megan	11/11		On prioritized task list

Issues					
Item #	Description	Responsible	Open Date	Close Date	Comments
I001	The AFO could be slippery with socks	Geni	10/23		Relates to A009

Decisions				
Item #	Description	Contributing Individuals	Decision Date	Comments
D001	Testing comfort with different users	Geni - Tyler	10/23	This is an ongoing resolution
D002	Bring Upper-Lower attachment prototype	Geni - Tyler	10/23	Decided as goal for DDR

Week 9: Rubric

Deliverables (quantity & quality)

Phase-specific deliverables:

- Design output (see examples)
- Risk assessment, mitigation plans & triggers
- Test plan (updated)
- Preliminary Detailed Design Review (80%)

Example design output:

- ME: Drawing package (incl. part and assembly drawings, fasteners, and manufacturing processes identified), mechanical simulations, LabView algorithms
- EE / CE: final schematics and parts list, detailed SPICE, Matlab simulations, development tools. For software: UML/use cases, algorithms, state diagrams, AD/DA mapping for controllers, etc.
- ISE: factory layout, process flow diagrams, workflow maps, supply chain maps, ergonomic drawings, lean implementation plan, inventory management plan.
- BOM complete: vendor identified for long lead-time parts, make-buy (or design-buy) decisions clarified, review against budget
- Simulation models

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
- Requirements traceability: tests => components => subsystems => system => customer
- 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