

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: BAD Lab/GLE 4435
Start Time: 12:45pm	Start Time: 11:00am/12:30pm
End Time: 2:00pm	End Time: 2:00pm
Meeting Date: Monday 11/17/14	Meeting Date: Tuesday 11/18/14

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. Identify outstanding action items / tasks
 - a. Path of the power line
 - b. Upper component housing
 - c. Lower plug to strap attachment
 - d. Lower tether attachment
 - e. Integrated system
3. Dry run of the presentation
4. Review individual tasks and confirm appropriate task distribution

Old Business Items:

- Fabric integration of upper and lower brace
- Muscle attachment to upper brace
- Customer meeting
- Guide meeting

New Business Items:

Items Left Outstanding:

- Will need a table of flow down from ER all the way to components (flow chart?)
- Path of the power line
- Tensioning mechanisms
- Lower tether attachment
- Upper tether attachment

Meeting Activity Agenda

15001

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
 - Long term
 - BOM specs
 - Budget
- ❖ Noah Schadt
 - Permanent elastic
 - Prepare sensitivity model for CAIR capacity
 - Refine foot-lift model / report
 - Color coordinate old M-plots?

Meeting Activity Agenda

15001

- Finish machining upper muscle attachment
- Process the pink single weave sleeve results
- Add Pugh chart to EDGE
- Add tank selection summary to EDGE
- ER requirements?
- Read Adam's email and discuss
- Long term
 - Notes

Meeting Notes:

-
-
-
-
-
-
-
-
-

Week 12 Performance	
+ (sustain)	Δ (opportunities)

Meeting Activity Agenda

15001

Action Items					
Item #	Description	Responsible	Due Date	Close Date	Comments
A001	Consider Permanent Elastic in front	Noah & Tyler	11/11	IP	By DDR
A002	Refine foot-lift model with angles	Noah	11/11	IP	By DDR
A003	Consider not using a quick connect	Noah & Tyler	-	11/06	Gate Review
A004	BOM: add columns (vendor/shipping)	Geni	11/11	11/06	By DDR (long term)
A005	Look into downsizing electrical side	Megan	11/11	11/10	By DDR (long term)
A006	Add music to videos	Noah	-	IP	(optional :)
A007	Color correlation on the M-opt plot	Noah	11/11	IP	Make EGDE clearer
A008	Engineering metric for foot attachment	Geni	11/11	IP	Need to quantify things
A009	Ask Dr. C about compression sleeves	Geni & Jared	11/11	10/30, 11/11	Nazareth clinic
A010	Tweak/update sketched	Geni	11/11	IP	GAD models
A011	Color code the risk table with changes	Tyler	11/11	11/11	Expect likelihood changes
A012	Test strain of fishing line	Noah	11/11	11/13	Hang weights on the line
A013	Increase severity of fishing line risk	Tyler	11/11	11/04	See other strain risk
A014	Move pressure alert priority down	Megan	11/11	11/06	On prioritized task list

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