

# 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 11/24/14	Meeting Date: Tuesday 11/25/14

## Meeting Agenda:

1. Team Dynamics Discussion
  - a. Phase 4 +  $\Delta$ 
    - i. Comments from peer reviews?
  - b. Any new scheduling conflicts or concerns? (Adam to arrive late)
  - c. Check if any pet peeves or conflicts arose
  - d. Role distribution; is anyone overworked or underworked?
  - e. Open the floor to anyone for general comments/concerns
2. Finalize agenda for customer meeting Tue (11/25)
3. Review action items from the DDR
4. Discuss MSD II test plans (more proposals?)
5. Discuss expectations for the next week
6. Review individual tasks and confirm appropriate task distribution
7. Sugar Cookies

## Old Business Items:

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## New Business Items:

- Customer meeting

## Items Left Outstanding:

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## Customer meeting: (Proposed topics of discussion)

- Propose definition: Full dorsiflexion and plantar-flexion is defined as while walking
- Discuss permanent elastic
- Can we wait to address this issue more carefully in MSD II?
- Discuss pulley concepts to present alternative
- Recall that current rigid AFO's do not enable plantar-flexion
- Ask how concerned she is about this issue?
- Ask what she wants us to do about quick connects vs. leaks

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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

Geni	Megan	Tyler	Adam	Jared	Noah
Enhance attachment	Toe strike	Muscle-Opt. stage III	Plugging the port	Toe strike	Muscle-Opt. stage III
Sew and test strap	Pseudocode	Risk list - iterate	Build, Assy, Debug Plan	Logic chart	Build, Assy, Debug Plan
GAD drawings (Dimensionally accurate)	Layout	Research improvement	Power analysis	Power analysis	Research improvement
BOM- as required (A/R)	Software code	Upper muscle attachment	Research regulators	Research regulators	Lower plug design
Purchasing- A/R	Upper component housing	Stress analysis	Power ratings?	Power ratings?	Upper component housing
Strap Analysis	Timing diagram		Abstract	MSD II Project plan	Strap Analysis
IRB permission			ER mapping	Leg PCB housing	

Meeting Notes:

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Phase 4 Individual and Group Performance	
+ (sustain)	Δ (opportunities)

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Action Items					
Item #	Description	Responsible	Due Date	Close Date	Comments
A001	Color correlation on the M-opt plot	Noah	DDR	IP	Make EGDE clearer
A002	Weigh the shoe for the foot-lift	Noah/Geni	DDR		Inconsistency in model
A003	Repeatability of the muscle tests	Tyler/Noah	DDR		At least three trials
A004	Modify/improve muscle attachment	Tyler	DDR		Dove tail/vertical support
A005	Pressure not flow in schematic	Megan	DDR		
A006	Pseudocode	Megan	DDR		
A007	Consider 3M rather than Velcro	Jared/Noah	DDR		For component housing

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