

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 11/3/14	Meeting Date: Tuesday 11/4/14

Meeting Agenda:

1. Team Dynamics Discussion
 - a. Discuss Guide document submissions
 - b. Past week + Δ
 - c. Any new scheduling conflicts or concerns?
 - d. Check if any pet peeves or conflicts arose
 - e. Does any member believe they are overworked or underworked?
 - f. Does any team member need additional help with anything?
 - g. Open the floor to anyone for general comments/concerns
2. Planning/Tracking discussion
 - a. Where are we at vs. where do we need to be
3. Review individual tasks and confirm appropriate task distribution
4. Skittles?

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?)
- Ask Guide about what is expected for an assembly drawing
- Talk to guide about component housing

Action items – Owners / Deadline:

- ❖ Team Tasks - All
 - Submit individual phase documents to guide with proper labeling
 - Keep track of action items from the review
- ❖ Adam Podolec
 - Prepare MSD II plan template for team to populate
 - Calling the solenoid company
 - Looking into power options
 - Purchasing Solenoid hardware

Meeting Activity Agenda

15001

- Long term
 - Bio
- ❖ Megan Ehrhart
 - Identify stairs
 - New schematic
 - Layout PCB/SD distance sensing function
- Long term
 - LED
 - High limit test (distance sensing)
 - Order parts
 - Pass admin responsibilities to Adam
- ❖ Tyler Leichtenberger
 - Design attachment
 - Muscle optimization
 - Increase severity of fishing line risk
- Long term
 - Color code risk table changes
 - In Air flow test look at flow of air muscle
- ❖ Jared Green
 - PCB Sensors
 - SD card selection
 - Power source
 - Schematic for the PCB
 - MSD II project plan
 - Update Detailed design project plan on a weekly basis
 - Distance sensing
- Long term
 -
- ❖ Geni Giannotti
 - Update drawings
 - Update BOM
 - Update Budget
 - Draft test plan
- Long term
 -
- ❖ Noah Schadt
 - Test plan for strain test / add to prioritized tasks
 - Muscle optimization
 - Consider Permanent Elastic in front
- Long term
 - Refine foot-lift model / report
 - Notes

Meeting Activity Agenda

15001

Meeting Notes:

-
-
-
-
-
-
-
-
-

Week 10 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		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