

# 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 12/1/14	Meeting Date: Tuesday 12/2/14

## Meeting Agenda:

1. Team Dynamics Discussion
  - a. Week 14 and customer meeting (+ / Δ)
    - i. Review action items from customer meeting
  - b. Any new scheduling conflicts or concerns?
  - 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. Discuss what needs to get done for the DDR
  - a. Group tasks by DDR

Task	Date	
Risk List		
MSD II test plan		
MSD II project plan		
MSD II shared vision		

### b. MechE tasks by DDR

Task	Date	Owner(s)	Done
Lower plug design	12/1	NS, TY, JG	
Upper component housing	12/1	GG, NS, ME	
MSD II Strain test plan	12/2	NS, TY, GG	
3M Velcro & O-ring to BOM	12/2	JG, TY, GG	
Muscle Opt. finalize BOM	12/2	TL, NS	
Strap analysis testing	12/4	GG, NS	
Dimensional GAD	12/4	GG	
3D Print lower housing	12/5	JG, NS	
Stress analysis	12/5	TY	
MechE Build, assy plan	12/8	NS	
Strap Analysis Report	12/8	GG	
Muscle Opt. Report	12/8	TL	

# Meeting Activity Agenda

15001

## c. EE tasks by DDR ???

Task	Date	Owner(s)	Done
Upper component housing	12/1	GG, NS, ME	
Layout	12/2	TL, NS	
Layout info to BOM	12/4	ME, GG	
Plugging the port	12/5	AP	
Pseudocode	12/5	ME	
Lower housing	12/5	JG	
Abstract	12/8	AP	
EE Build, Assy, Debug Plan	12/8	AP	
ER Mapping to MSD II	12/8	AP	
Software Code	12/8	ME	

3. Review individual tasks and confirm appropriate task distribution

4. Muddy Buddies (puppy chow)

Old Business Items:

-

New Business Items:

Items Left Outstanding:

-

Action items – Owners / Deadline:

❖ Team Tasks - All

○ Keep track of action items from the review

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

# Meeting Activity Agenda

15001

Meeting Notes:

- 

Week 14 (Customer Meeting) Group Performance	
+ (sustain)	Δ (opportunities)

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	11/25	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
CM01	Comment in the customer requirements	Noah	DDR	11/25	FT2 “does not include spasticity”
CM02	Move hip angel data to private SVN	Jared	DDR		In ME Research
CM03	Develop a Working Model with sensitivity analysis	Noah/Tyler	MSD II wk2		In MechE labs
CM04	Formalize MSD II Test plans	Noah	DDR		As outlined in Agenda
CM05	Comment Engineering Requirements	Noah	DDR	11/25	“May not be able to reach
CM06	Begin IRB permissions	Geni	MSDII		Deadline flexible
CM07	Consider easy plantar flexion release	Tyler	MSDII		Manual support too?

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