

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	Completion
Risk List	12/8	
MSD II test plan	12/1	Yes
MSD II project plan	12/1	Yes
MSD II shared vision	12/2	

b. MechE tasks by DDR

Task	Date	Owner(s)	Done
Lower plug design	12/1	TY	
Upper component housing	12/2	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	Yes
MechE Build, assy plan	12/8	NS	
Strap Analysis Report	12/8	GG	
Muscle Opt. Report	12/8	TL	

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c. EE tasks by DDR ???

Task	Date	Owner(s)	Done
Upper component housing	12/1	GG, NS, ME	
Layout	12/2	ME	
Layout info to BOM	12/4	ME, GG	
Plugging the port	12/5	AP	
Pseudocode	12/5	ME	Yes
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	Yes
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 (Th/Fr)		Risk list – iterate (12/8)	Build, Assy, Debug Plan		Build, Assy, Debug Plan
GAD drawings (Dimensionally accurate)	Layout	Research muscle improvement	Power ratings?	Power ratings?	Research muscle improvement
BOM/ Purchasing - (A/R)	Software code	[EDGE]Upper muscle attachment	Abstract	Lower plug design	Lower plug design
IRB permission (Fri)	Upper component housing	See Jared about O-Rings		Leg PCB housing	Upper component housing
Strap Analysis MSD II		Muscle Drawing			Strap Analysis MSD II

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Meeting Notes:

- Team met and discussed MSD II test plans further detail
- Focused on updating the Gantt chart and creating an updated timeline for phase specific tasks
- Our initial goal was to have an integrated mechanical system by week 2 and an integrated PBC and mechanical system by week 5 of MSD II
- Decided to talk to our guide about moving the strap analysis test to MSD II

Week 14 (Customer Meeting) Group Performance	
+ (sustain)	Δ (opportunities)
Pretty informative	More stuff on EDGE
She is reasonable	

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	12/1	Dove tail/vertical support
A005	Pressure not flow in schematic	Megan	DDR	12/1	
A006	Pseudocode	Megan	DDR	12/1	
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	12/1	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	11/25	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