

# 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 12/8/14	Meeting Date: Tuesday 12/9/14

## Meeting Agenda:

1. Team Dynamics Discussion
  - a. Week 15 Group performance (+ /  $\Delta$ )
  - b. Any new scheduling conflicts or concerns?
  - c. Check if any pet peeves or conflicts arose
  - d. Role distribution; is anyone seriously overworked or dead?
  - e. Open the floor to anyone for general comments/concerns
2. Discuss the status of weekend tasks and identify loose ends
3. Iterate risk list (consider transition to problem tracking for MSD II)
4. Review agenda, action items, and time allocation for the DDR
5. Reminder: update 2015 Google calendar
6. Review individual tasks and confirm appropriate distribution
7. Brownie break

## Old Business Items:

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## New Business Items:

## Items Left Outstanding:

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Action items – Owners / Deadline:

- ❖ Team Tasks - All
  - Update Google Calendar for the spring
  - Keep track of action items

DDR					
Megan	Adam	Tyler	Geni	Jared	Noah
3rd iteration PCB	email BOM updates to Geni by 8 Sun	Muscle report conclusion	GAD	3D printing	Build, assy plan
Update BOM	MSD II test plan [+EDGE]	CAD muscle	Receipt from Adam	Add powersource to problem tracking sheet	MSD II strap plans to Adam
Create/update code doc	Buy supplies to plug port	CAD Plugs	BOM updates	email BOM updates to Geni by 8 Sun	Notes
EDGE	BOM to PCB [+EDGE]		IRB permission		email BOM updates to Geni by 8 Sun
	Abstract				Problem tracking
Gate review					
Megan	Adam	Tyler	Geni	Jared	Noah
Order the board	Problem tracking	Carryover doc	Imagine RIT	Individual docs	Improvement plan

Meeting Notes:

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Week 15 Group Performance	
+ (sustain)	Δ (opportunities)
	More stuff on EDGE

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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	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	12/7	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	12/7	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	IP	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

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## 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	

## MechE tasks by DDR

Task	Date	Owner(s)	Done
Lower plug design	12/1	TY	
Upper component housing	12/4	GG, NS, ME	
MSD II Strain test plan	12/4	NS, TY, GG	Yes
3M Velcro & O-ring to BOM	12/7	JG, TY, GG	
Muscle Opt. finalize BOM	12/7	TL, NS	Yes
Dimensional GAD	12/7	GG	
3D Print lower housing	12/5	JG, NS	Yes
Stress analysis	12/5	TY	Yes
MechE Build, assy plan	12/8	NS	
Muscle Opt. Report	12/8	TL	Yes

## 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	Yes
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	