Meeting Activity Agenda

Attendees:
- o   Adam Podolec
- o   Megan Ehrhart
- o   Tyler Leichtenberger
- o   Jared Green
- o   Geni Giannotti
- o   Noah Schadt

Current Meeting	Next Meeting
Location: MSD Area	Location:
Start Time: 12:45pm	Start Time: :
End Time: 2:00pm	End Time: :
Meeting Date: Mon 9/15/14	Meeting Date: Mon 9/ /14

Meeting Agenda:
1. Recap week three review
   a. + Δ, open discussion
   b. Convert week 3 review notes to action items
   c. Review schedule for week 6, develop plan to be "outstanding"
   d. Noah to bring Fudge
2. Status of weekend benchmarking findings
3. Status of online module completion
4. Discuss Wednesday meeting with Mr. Hanzlik
5. Plan trip to Nazareth
6. Consider follow up meeting with our customers
7. Team Dynamics Discussion
   a. Does any member think they are underworked or overworked?
   b. Encourage team members to ask for help if needed
   c. Does each member feel their role is appropriate and manageable?
   d. With regard to the peer reviews, have an honest + Δ so there are no surprises
   e. Ask if any pet peeves or if any conflicts arose.
      i. Discuss, understand, and solve the conflict as a group
      ii. Use + delta for positive feedback and constructive criticism
   f. Allow everyone to express their opinions or concerns

Old Business Items:
- Prepare Powerpoint and speaking roles
- Pre-read packet
- Update 1,3,9 vs. 1,2,3 for engineering requirements and customer requirements
- Team Picture

New Business Items:
- Schedule a time to visit Nazereth (Schedule obtained)
- Convert week 3 review notes to action items

Meeting Activity Agenda

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Items Left Outstanding:

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Assigned Tasks / Deadline:

- ❖ Team Tasks
  - ○ Update Logbooks
  - ○ Watch modules

- ❖ Adam Podolec
  - ○
  - ○
  - ○
- ❖ Megan Ehrhart
  - ○
  - ○
  - ○ Ask about $30 bluetooth and Arduino board
- ❖ Tyler Leichtenberger
  - ○
  - ○
  - ○
- ❖ Jared Green
  - ○
  - ○
- ❖ Geni Giannotti
  - ○
  - ○
  - ○
- ❖ Noah Schadt
  - ○
  - ○
  - ○

Meeting Notes:
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Meeting Activity Agenda

Week 3 / Design Review Group Performance	
+ (sustain)	Δ (opportunities)

Expectations for week 6:

Questions you should be able to answer at the end of this cycle:

- Do requirements "flow down" to functions, and are all requirements addressed?

- Do your functions map to the physical architecture?

- What analysis have you done to support decisions about critical technologies and selected concepts? What are the performance limits?

- How are you going to test that requirements are met?

- Do you have the capabilities and resources to realize your design?

- What are the major risks (technology, project)? Do you have mitigation plans?

- Has you design been adequately reviewed?