

Meeting Activity Agenda

15001

Attendees:

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

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: Mon 9/15/14	Meeting Date: Tue 9/16/14

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

15001

-
-

Items Left Outstanding:

-

Action items – Owners / Deadline:

- ❖ Team Tasks
 - Update Logbooks
 - Watch modules
 - Update personal bio pages on EDGE

- ❖ Adam Podolec
 - Safety training / by Saturday
 - Editing engineering requirements to account for total weight
 - Email Mr.H & Dr.D the week before review
 - Solenoid?

- ❖ Megan Ehrhart
 - Send out email about MS Vissio
 - Change wording from patient to client
 - Change wording of toe curling
 - Create feasibility testing plan template
 - Upload Noah's feasibility calculations to EDGE

- ❖ Tyler Leichtenberger
 - Safety training / by Saturday
 - Change foot size width in engineering requirements
 - Work on Risk table and send to Geni / Wed. night
 - Write feasibility test plan for muscle decompression test

- ❖ Jared Green
 - Add marginal values and direction to the engineering requirements
 - Email Nazereth clinic representative / COB

- ❖ Geni Giannotti
 - Research kinematics to lift foot naturally
 - Revise use scenario
 - Edit role description on EDGE (completed)

- ❖ Noah Schadt
 - Safety training / by Saturday
 - Upload action items from the review
 - Upload notes from today
 - Write test proposal for compressed air capacity test

Meeting Notes:

Meeting Activity Agenda

15001

- Adam will be busy for the next 4 week with ROTC stuff especially on the weekends
- Did team dynamics near the start of the meeting
- Megan reported that Bluetooth is still a possibility but an Android is not
- Decided to plan on going to Nazereth next Monday 9/22 as a group
- Geni was declared official team treasurer
- Discussed the idea of proposing more feasibility tests and calculations early
- Benchmarking findings
 - Geni/Adam discovered another soft orthotic from Harvard/MIT?
 - Geni found a biomechanical resource on the foot/ankle
 - Noah presented findings based on ROBO Ant CAIR calculations
- Team dynamics discussion
 - Please update EDGE the night before since Megan has a full morning load
 - General consensus that the fudge was good

Week 3 / Design Review Group Performance	
+ (sustain)	Δ (opportunities)
	Site more sources on EDGE
	Text could have been bigger

Expectations for week 6: - Read aloud during meeting

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 your design been adequately reviewed?*