

# 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 9/22/14	Meeting Date: Tuesday 9/23/14

## Meeting Agenda:

1. 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. Any new scheduling conflicts or concerns?
  - e. Past week +  $\Delta$
  - f. Ask if any pet peeves or if any conflicts arose.
    - i. Discuss, understand, and solve the conflict as a group
  - g. Open the floor to anyone for general comments/concerns
2. Discuss/review feasibility study proposals
3. Discuss morph chart and system level design options
4. Status update on revised Use Scenario
5. Status update on risk table
6. Status of personal Bio pages
7. Confirm trip to Nazareth
8. Discuss consensus methods and decide on one
9. Pumpkin Muffins?

## Old Business Items:

- Morph Chart
- Selection criteria list

## New Business Items:

- Feasibility
- Morph Chart
- Pugh Analysis
- Use scenario
- Risk Table
- Consensus Methods

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## Items Left Outstanding:

- Nazareth visit confirmation
- Bio pages

## Action items – Owners / Deadline:

- ❖ Team Tasks
  - Continue Feasibility Research
  - Update Logbooks per Modules
- ❖ Adam Podolec
  - Electrical System Architecture
  - Integration System Architecture
  - Setup meeting with Dr.D and Mr.H?
- ❖ Megan Ehrhart
  - Prepare Powerpoint Skeleton
- ❖ Tyler Leichtenberger
  - Ping Dr.KLK
  - Mechanical System Architecture
- ❖ Jared Green
  - System level design concept on Morph chart  
Old?
  - Email Nazareth clinic representative to confirm visit
- ❖ Geni Giannotti
  - Use scenario update on EDGE
  - Update Risk table with (1,3,9) and assign owners  
Old?
  - Research foot rotation pivot point and force distribution if possible
  - Research kinematics to lift foot naturally
- ❖ Noah Schadt
  - Add roles and responsibility balance at the end as well as the beginning of the agenda
  - Add meeting notes
  - Polish Engineering Requirements
  - Edit Morph chart
  - Construct Pugh Chart

## Meeting Notes:

- A team dynamics concern was raised to prevent future issues, it was taken into account to be properly and professionally addressed by all
  - Another preventative concern was mentioned concerning conflicting possessive attitudes about coding to be revisited as needed
- Feasibility Proposals
  - Each member discussed their own study
  - Geni's test would be first on the MECE side

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- Then Noah's test
- Followed by Tyler's
  - Geni, Noah, and Tyler to help Geni with feasibility test this week
- Adam, Megan, Jared all presented and discussed their own work TBC

<b>Week 4 / Group Performance</b>	
<b>+ (sustain)</b>	<b>Δ (opportunities)</b>
Communication	Improve communication
Good job on functional decomp Hw all	Define roles and responsibilities
	Add more descriptions to SVN commits