

# Meeting Activity Agenda

15001

## Attendees:

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

Current Meeting	Next Meeting
Location: MSD Area	Location: MSD Area
Start Time: 11:00am	Start Time: 2:00pm
End Time: 2:00pm	End Time: 3:30pm
Meeting Date: Tue 9/23/14	Meeting Date: Wed 9/24/14

## Meeting Agenda:

- Elevator pitch
- Prep for peer review of preliminary feasibility, practice with a teammate
- Teams pair up for peer review of preliminary feasibility
- Provide feedback and debrief

## Old Business Items:

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

## New Business Items:

- Pugh Analysis
- Engineering Requirements
- System Architecture
- Power-point

## Items Left Outstanding:

- Nazareth visit confirmation
- Bio pages

## Action items – Owners / Deadline:

- ❖ Team Tasks
  - Continue Feasibility Research
  - Update Logbooks per Modules
  - Update EDGE by 8:00pm if possible
- ❖ Adam Podolec
  - Electrical & Integration System Architecture to Megan

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- Confirm meeting with Dr.D and Mr.H
- Perform a simple test to get a feel for compression adhesion feasibility
- ❖ Megan Ehrhart
  - Edit system architecture and add to powerpoint
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- ❖ Tyler Leichtenberger
  - Ping Dr.KLK about meeting Wednesday morning w/ Noah
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- ❖ Jared Green
  - Update Pugh chart
  - Draft template for Morph chart selection reasoning on Powerpoint
  - Discuss Nazareth visit with Geni
- ❖ Geni Giannotti
  - Sketch Design
  - Edit durability engineering requirements to include method description
  - Contact Dr. Day about feasibility testing
- Old
  - Use scenario update on EDGE
  - Update Risk table with (1,3,9) and assign owners
- ❖ Noah Schadt
  - Add meeting notes
  - Edit mechanical engineering requirements to include method description
- Old
  - Add roles and responsibility balance at the end as well as the beginning of the agenda
  - Polish engineering requirements marginal values

## Meeting Notes:

- Lines from the Guide
  - Don't leave out any selection criteria
  - Feasibility
    - Focus on what is important now
    - Are there any valuable feasibility tests that were overlooked?
    - When presenting, say "this feasibility analysis is important at this stage and here's why..."
  - Presentation
    - May want to keep marketability since it emphasizes customer needs and satisfaction
    - Need a mock up and a sketch
    - They will be probing our decision making process
    - Allot five minutes at the end of the presentation to read back the action items that were taken
    - Get better at managing questions and promoting a natural flow
    - Not all feedback is useful, some of it is just noise