

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: MSD Area	Location: BAD Lab
Start Time: 11:00am	Start Time: 12:45pm
End Time: 2:00pm	End Time: 2:00pm
Meeting Date: Thurs 9/26/14	Meeting Date: Mon 9/29/14

Meeting Agenda:

- Announcements/Questions/Lecture (~15 min)
- Remainder of class: work time with guides, continue system-level design, discuss agenda and attendees, develop pre-read package
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Old Business Items:

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

New Business Items:

- Back up slides
- Mapping
- Performance Limits
- Test Plan

Items Left Outstanding:

- Consensus Methods
- Nazareth visit confirmation
- Bio pages

Action items – Owners / Deadline:

- ❖ Team Tasks
 - Continue Feasibility Research
 - Work on designated portions of the Presentation
- ❖ Adam Podolec
 - Make font bigger
- Old
 - Perform a simple test to get a feel for compression adhesion feasibility

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- ❖ Megan Ehrhart
 - Update ER after Noah
 - Electrical performance limits
 - Add budget feasibility
 - Update EDGE
- ❖ Tyler Leichtenberger
 - Write ER wearability methodology
 - Research and update quick connect slide
 - Help with Feasibility Foot-Lift test

Old

 - Ping Dr.KLK about meeting w/ Noah
- ❖ Jared Green
 - Meet with Geni to discuss Nazereth visit (9/29/14)
 - Help with Feasibility Foot-Lift test
- ❖ Geni Giannotti
 - Meet with Jared to discuss Nazereth visit (9/29/14)
 - Contact Dr. Day about feasibility testing
 - Perform Feasibility Foot-Lift test
 - Sketch-up system concepts 2-4
- ❖ Noah Schadt
 - Add meeting notes
 - Help with Feasibility Foot-Lift test
 - Edit Mechanical ER and send to Megan
 - Edit mechanical engineering requirements to include method description
 - Work on mapping slides

Old

 - Add roles and responsibility balance at the end as well as the beginning of the agenda

Meeting Notes:

- After a short class period we broke out into our break-out location with Hanzlik's teams
- We were the model team and presented an overview of our presentation
- Our guide reinforced what we needed to improve in order to have an outstanding review
 - Mapping how everything fits together – showing coverage
 - High performance teams have a plan and get ahead if the can
- We then discussed our presentation as a group, we divided slides and assigned owners to each slide
- Back-up slides were addressed – to be drafted by lead engineers as needed
- Performance limits were assigned