

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

At Nazareth Clinic:

- Jared Green: Senior Mechanical Engineer
- Geni Giannotti: Biomedical Engineer / Treasurer

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 9/29/14	Meeting Date: Tuesday 9/30/14

Meeting Agenda:

1. Team Dynamics Discussion
 - a. Past week + Δ
 - b. Does each member feel their role is appropriate and manageable?
 - c. Encourage team members to ask for help if needed
 - d. Any new scheduling conflicts or concerns?
 - e. Check if any pet peeves or conflicts arose
 - i. Identify, understand, and solve the conflict as a group
 - f. Open the floor to anyone for general comments/concerns
 - g. Does any member believe they are underworked or overworked?
2. Review PowerPoint
3. Review Performance Limits
4. Discuss and Improve Plan
5. Address Budget / Regulators
6. Address Pre-read packet
7. Discuss Test Report Format

Old Business Items:

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

New Business Items:

- Review PowerPoint
- Discuss Budget / Regulators
- Pre-read packet

Items Left Outstanding:

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Action items – Owners / Deadline:

- ❖ Team Tasks
 - Work on designated portions of the Presentation
 - Complete all EDGE updates by ___ at _:00pm
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- ❖ Adam Podolec
 - Send Pre-Read Package
 - Bio
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 - Old
 - Perform a simple test to get a feel for compression adhesion feasibility
 - Make font bigger
- ❖ Megan Ehrhart
 - Prepare Pre-Read Package
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- ❖ Tyler Leichtenberger
 - Write ER wearability methodology
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 - Old
 - Ping Dr.KLK about meeting w/ Noah
 - Research and update quick connect slide
- ❖ Jared Green
 - Add notes from Nazareth – or Geni
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- ❖ Geni Giannotti
 - Complete report from foot-lift feasibility test
 - Add customer interview notes
 -
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- ❖ Noah Schadt
 - Complete report from foot-lift feasibility test
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- Old
- Add meeting notes
- Work on mapping slides

Meeting Notes:

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Week 5 / Group Performance	
+ (sustain)	Δ (opportunities)