

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
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- ❖ Adam Podolec
 - Invite customers to our design review
 - Send Pre-Read Package Tue or Wed
 - Add use scenario slide
 - Work with Tyler on feasibility testing -> send results to Megan
- Old
 - Perform a simple test to get a feel for compression adhesion feasibility
 - Bio
- ❖ Megan Ehrhart
 - Prepare Pre-Read Package
 - Change arrows on System Architecture
 - Create proposal
 - Update the budget feasibility table
 - Review Noah's ER to Func. Decmp. mapping
 - Update feasibility testing document from Adam & Tyler -> send to Noah
 - Create a template for test reviews
- ❖ Tyler Leichtenberger
 - Write ER wearability methodology
 - Prepare handout and print before review
 - Contact Dr.KLK about meeting soon w/ Noah
- ❖ Jared Green
 - Review slides:
 - Focus on collect data for functional decomposition slide
 - Add "question to be answered:" and punch line for engineering analysis slide
- ❖ Geni Giannotti
 - Add customer interview notes from 9/24/14
 - Review slides: owner of Use scenario (NEW)
 - Upload additional pictures from the foot-lift test
 - Upload Nazareth notes from 9/29/14
 - Complete report from foot-lift feasibility test (low priority)
- ❖ Noah Schadt
 - Add NY Times reference to the references
 - Send Megan ER to Func. Decmp. mapping
 - Complete report from foot-lift feasibility test (low priority)
 - Email update Jared and Geni on status meeting
 - Review slides: Ankle torque, pure calculations, feasibility testing

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Meeting Notes:

- Followed agenda for the most part
- No team dynamics concerns mentioned except
 - Adam is booked for the next 2 weekends
 - Geni did a lot last week and is busy this week
- Reviewed PowerPoint slide by slide, what's to be said, changes
 - Added steps taken and next steps to each function slide
- Decided to produce a handout
- Reviewed Noah's ER to FD mapping table
- Tyler and Noah decided to go to Performance Paintball this Friday 9/3/14

Week 5 / Group Performance	
+ (sustain)	Δ (opportunities)
Meeting the Wednesday before review	Better plan for time management