

Meeting Activity Log

Attendees:

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

Current Meeting	Next Meeting
Location: MSD Area Start Time: 11:00pm End Time: 2:00pm Meeting Date: Tue 9/2/14	Location: MSD Area (Interview) Start Time: 3:00pm End Time: 5:00pm Meeting Date: Tue 9/4/14

Old Business Items:

- Interview questions
- Customer requirements
- Use scenario
- 1st Interview notes

New Business Items:

- 7 Activities we need to complete during MSD I
- Benchmarking
- Design review prep
- Engineering requirements
- Project summary
- Top 10 concerns

Items Left Outstanding:

- Schedule a time to visit Nazereth
- Schedule an interview with Dr.L-K

Assigned Tasks / Deadline:

- ❖ Team Tasks / Wed. 6pm
 - Update Logbooks
 - List top 10 concerns
 - Populate benchmarking table
 - Edit and refine engineering requirements
 - Share phone numbers via email
- ❖ Adam Podolec
 - Email team
 - Upload benchmarking table to EDGE
- ❖ Megan Ehrhart
 - One page project summary (Done)
 - Customer needs/requirements

Meeting Activity Log

- EDGE organization
- ❖ Tyler Leichtenberger
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- ❖ Jared Green
 - Make high level timeline for MSD 1
- ❖ Geni Giannotti
 - Upload team values and norms to EDGE
- ❖ Noah Schadt
 - Upload notes

Meeting Notes:

- Team building exercise was performed; team score: 48.
- Learned how to do plus deltas
- Drafted a code of ethics
- Decided to hold weekly status meetings to stay on track and for team dynamics health and balance
- Mr. Hanzlik encouraged us to benchmark
- Mr. Hanzlik encouraged us to diffuse interview questions formally and effectively e.g. "I'll take that as an action item"