

Meeting Activity Log

Attendees:

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

Current Meeting	Next Meeting
Location: MSD Area	Location: MSD Area (Status)
Start Time: 11:00pm	Start Time: 1:00pm
End Time: 2:00pm	End Time: 2:00pm
Meeting Date: Thurs 9/4/14	Meeting Date: Mon 9/8/14

Old Business Items:

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

New Business Items:

- Powerpoint Skelaton
- Notes from Dr.KLK
- Timeline

Items Left Outstanding:

- Schedule a time to visit Nazereth
- Use scenario

Assigned Tasks / Deadline:

- ❖ Team Tasks / Wed. 6pm
 - Add notes to Noah's draft interview notes from Dr.KLK
 - Please add the header and footers that Megan emailed about
- ❖ Adam Podolec
 - Email team
 - Schedule workshop with Dr.KLK
 - Email customers with engineering requirements and customer needs
- ❖ Megan Ehrhart
 - Update engineering requirements
 - Prepare a skeleton powerpoint presentation
 - EDGE organization – team meeting section
- ❖ Tyler Leichtenberger

Meeting Activity Log

- Type up activities and send to Jared
- ❖ Jared Green
 - Incorporate activities into excel timeline and modify Gant chart
- ❖ Geni Giannotti
 - Consolidate our top 10 concerns and post to EDGE
- ❖ Noah Schadt
 - Make a template document for notes on interview with Dr.KLK
 - Type up a team meeting agenda

Meeting Notes:

- Guides checked off our books
- Worked on engineering requirements
- Held an impromptu gate review working off our notebooks
- Held an interview with Dr.KLK
- Considerations for Monday: team picture, hand out?

Mock Design Review Performance	
+ (sustain)	Δ (opportunities)
Everybody talked	No notes available
Good details, understanding, explanation	
Good presentation considering timing	
Good flow from person to person	