

Meeting Activity Log

Attendees:

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

Current Meeting	Next Meeting
Location: MSD Area	Location: BAD Lab
Start Time: 12:30pm	Start Time: 4:00pm
End Time: 2:00pm	End Time: 5:00pm
Meeting Date: Mon 9/8/14	Meeting Date: Tue 9/9/14

Meeting Agenda:

1. Status of individual weekend tasks
2. Prioritize needs and assign tasks for Tuesday & Thursday
3. Take team picture
4. Team Dynamics Discussion
 - a. Review progress and work load of each member (underworked/overworked?)
 - b. Encourage team members to ask for help if needed
 - c. Identify strengths and weaknesses, assign roles accordingly
 - d. Use + delta for positive feedback and constructive criticism
 - e. Ask if any pet peeves were popped this week or if any conflicts arose that should be addressed?
 - i. Discuss, understand, and solve the conflict as a group
 - f. Allow everyone to express their opinions or concerns

Old Business Items:

- Top 10 concerns
- Finalize customer requirements
- Finalize engineering requirements
- Discuss notes and meeting minutes
- Discuss Timeline
- Powerpoint Skeleton

New Business Items:

- Team Picture
- Prepare Powerpoint

Items Left Outstanding:

- Schedule a time to visit Nazereth
- Schedule a workshop with Dr.KLK

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Assigned Tasks / Deadline:

- ❖ Team Tasks
 - Update Logbooks
- ❖ Adam Podolec
 - Email customer requirements to our customers
 - Fix the use scenario
 - Text friend with foot drop
- ❖ Megan Ehrhart
 - Update Powerpoint
 - Ask about \$30 bluetooth and Arduino board
- ❖ Tyler Leichtenberger
 - Upload compression sleeve article link to EDGE
 - Update notes from interview with Dr.KLK
 - Add generic dates to timeline
- ❖ Jared Green
 - Contact J.J. Mowder-Tinney from Nazareth
 - Update house of quality / Wed
- ❖ Geni Giannotti
 - Updating engineering requirements (Done)
 - Updating customer requirements (Done)
 - Update image (Done)
- ❖ Noah Schadt
 - Add meeting notes from week 2
 - Add team picture

Meeting Notes:

- Assigned roles and responsibilities
- Reviewed project summary
- Reviewed customer requirements (Geni updated)
- Team picture was taken
- Final product should be flip-flop compatible
- Reviewed engineering requirements
- Reviewed use scenario
- If you open a document in SVN it will automatically ask you to save due to the new footers, do not save unless you are actually making changes

Past Three Weeks Group Performance	
+ (sustain)	Δ (opportunities)
Dividing up tasks with deadlines	
Updating documents as we go (HUGE+)	
Staying on top of things	
Winging the Dr.L-K interview went well	Prepare for things in advance