

Meeting Activity Log

Attendees:

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

Current Meeting	Next Meeting
Location: MSD Area and BAD Lab Start Time: 11:00am 2:30pm End Time: 2:00pm 5:00pm Meeting Date: Tue 9/9/14	Location: BAD Lab Start Time: 2:30pm End Time: 4:00pm Meeting Date: Wed 9/10/14

Old Business Items:

- Finalize customer requirements

New Business Items:

- Prepare Powerpoint and speaking roles
- Pre-read packet
- Update 1,3,9 vs. 1,2,3 for engineering requirements and customer requirements

Items Left Outstanding:

- Schedule a time to visit Nazereth (Schedule obtained)

Assigned Tasks / Deadline:

- ❖ Team Tasks
 - Update Logbooks
 - Review powerpoint and know your slides
- ❖ Adam Podolec
 - Invite customers to the review
- ❖ Megan Ehrhart
 - Ask about \$30 bluetooth and Arduino board
- ❖ Tyler Leichtenberger
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- ❖ Jared Green
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- ❖ Geni Giannotti
 -
- ❖ Noah Schadt
 - Add meeting notes from week 2

Meeting Notes:

- There is a patent review session during brick city weekend (*I didn't find it*)
- The example review team listed Dan Higgins as a stakeholder for their project
- The example team's engineering requirements were bombarded with questions

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- It is an option to ask for questions during the review
- The house of quality can be just a small screen shot that is given a brief overview, note that we have coverage over all our needs and also point out areas in which we have double or triple coverage.
- Risk assessment workshop, FEMA.
- When writing engineering requirements do not get overly specifically, the function is the desired outcome not necessarily the product. This allows us to design out risks or unwanted product features.
- Breakout was an EDGE review
- We met again in the BAD lab after class
 - Worked on powerpoint and divided slides
 - Members from the fish team gave us a workshop session for muscles and the BAD lab