

Staff/Team Meeting Minutes

Date: Monday September 11, 2017 5:30-6:00pm

Location: NAU DUB Room 011

Lead Person: Dr. Trevas

Minutes Recorder: Hannah Rentschler

In Attendance: Dr. Trevas, Azalea Grant, Ethan Michel, Brandon Begay, Robert Libby, and Hannah Rentschler.

Executive Summary: During this meeting the team determined the individual roles of the team and established specific tasks to be completed by the following week.

The team roles were assigned as follows:

- Project Manager – Hannah Rentschler
- Client Contact – Robert Libby
- Document Manager – Ethan Michel
- Budget Manager – Brandon Begay
- Website Developer – Azalea Grant

Established that all meetings going forward will discuss the progress of goals set in the previous week(s) and goals for the next week.

The team discussed several goals for each team member that should be completed by the next staff/team meeting on 09/18/17. These goals are as follows:

- Have team meeting with the client to discuss his expectations for the project and gain a better understanding of its scope.
- Robert will perform research on sensors and actuation control related to the ankle exoskeleton joint.
- Ethan will conduct further research on the background of the project and set up a document control system.
- Brandon will conduct research on possible materials that could be used for this project.
- Hannah will create a Gantt chart outlining the project and research orthotics as they relate to this project.
- Azalea will set up a project website and research kinematics of the ankle.