

MEETING MINUTES

Topic: Staff Meeting #2

Tuesday, February 9th, 2021

7:30- 8:00pm

Minutes recorded by __Dallany Segura__

Meeting called by __David Willy__

Attendees: __David Willy, Daniel Castano and Dallany Segura__

Please bring: __N/A__

Table 1. Record of meeting.

7:30 pm to 7:35 pm	Introduction <ul style="list-style-type: none">• Discussion led by David Willy• Review presentation feedback, and future assignments	MS Teams
7:35 pm to 7:50 pm	Presentation 1 Feedback <ul style="list-style-type: none">• Determine the success rate and surgery risk for each treatment method• Use proper IEEE in-text citation• Research how patient history may affect the success of the endovascular treatment• Add engineering requirement target values to QFD• Make a new Gantt chart using Microsoft Projects	MS Teams
7:50 pm to end	Upcoming Deliverables <ul style="list-style-type: none">• Presentation 2<ul style="list-style-type: none">○ Black box model○ Decomposition model○ Pugh chart○ Decision matrix○ Preliminary calculations	MS Teams

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation 2 Deliverables	Team	02/21/21 11:59pm	02/21/21 11:59pm