|  | **Project Details** |
| --- | --- |
| **Risks:**  **See details below** | Concerns based on discussion with Brian B at MECA, do we know if we have any compliance problems? |
| **Open items:** | Verification of Label Text  Verification of Color  Verification of Environmental and Mechanical Specs  Verification of Product Cleaning Procedure |
| **Items needed:** |  |

# Task Summary this week (Must equal report and time card for client)

|  |  |
| --- | --- |
| **Tasks** | **Hours billed** |
| Planning | 1.0 |
| Mind Map and Mech Part Deliveries chart updated (for Mon 9/22) (1.0) | 1.0 |
| Scrum (.5) | .5 |
| Follow-up Meeting (1.0?)   * Review of Map and Chart * Product spec’s and testing, Review-define worst cases/environments * Check existing part orders and follow-up * Review labels and order | 2.0 |
| Qualifying Mfr. (review of Out-Of-Box, contact with Paul Weyn) | .5 |
| Review of PCBA model and fit in case parts | .25 |
| Contact MECA and Brian Biersach re compliance requirements. Review AAMI website and membership. Follow-up summary | 2.0 |
| Add finger grips to side of top and bottom parts | 1.0 |
| Update assembly drawing showing grips, larger images of label text, and full size images of module | 1.5 |
| Research and write cleaning instructions | 2 |
| Write color chip and PMS review | 1.0 |
| Total | 12.75 |

# New this week:

## Item 1

How do we confirm we have no compliance issues?

# Ongoing Tasks

## Item 2

Clearing all issues ahead of Alpha 2 orders

# Completed Tasks:

## Item 3

See Task Summary

# On Hold:

## Item 4

Verification of Product Cleaning Procedure

Verification of Label Text

Verification of Color

Verification of Environmental and Mechanical Specs

# Planned for next week:

## Item 5

Total time est ~ 15.5hrs

1. Planning (1.0)
2. Scrum (.5)
3. Fit checks on model parts for Alpha 1 and review (1.0)
4. Make any needed revisions to parts ahead of Alpha 2 orders (2.0)
5. Send updated files to Solid Concepts for Alpha 2 so they can update quotes if needed (1.0)
6. Fill-out order request / back-up info for our orders, and initiate orders for Alpha 2 parts (1.0)
7. Update Mech Part Delivery Chart – Expedite where needed (.5)
8. Get approval on label text (.5)
9. Review label artwork do text updates or other tweaks, when OK order labels (1.5)
10. Follow-up on leak test parts (.5)
11. Visit Out-of-Box mfg and report on qualifications (2.5)
12. Update test requirements if we get spec updates, otherwise go ahead with test plans based on the info we have. (1.0)
13. Continue product cleaning research. Find someone with expertise, get review and feedback, update cleaning spec. (2.0)
14. Get color approval (.5)