**Meeting 3 Elevate OLS Failure 8D Thursday, January 4, 2024 | 1pm**

Attendees:

Rick Ales, Rob Hyde, George Bush, Mike Ring, Wayne Forster, Tom Waples, Michele Reeder, Travis Cottrell, Jess Ales

cc: //shared drive: PWC 8D Elevate OLS\OLS Level Test Project\\_Project Management\Minutes

Summary:

Find a way to update automate data collection and data collection software OLS level test bench.

* Automating and Updating Software/Hardware Programs, Project Planning and Scoping.
* Migration strategy from Opto 22 and PAC Control to Key Site and LabVIEW
* ATP verification automated assembly assist.
  + ie. Creating menu to print and keep records simultaneously while reducing time testing multiple units at one time.
* Where to start? Time? invest?

Strategy Outline:

* Documentation of problem logic
  + Block Programs diagrams
  + Source codes with good comments and meaningful variable names.
  + Follow NI Guidelines for LabVIEW
    - Allen Aircraft Guidelines have NOT been developed.
    - Team approach with IT involvement to establish guidelines.
  + Training for future maintenance
  + Team stage gate signing off
* Outline Scope
  + 3 Test Stands, initial Focus on PWC OLS Test Stand
    - Phase 1 - AEPS - DONE
    - Phase 2 - Move AEPS Test to Envir.
    - Phase3 - Automate all tests in Production.
      * Data Acquisition
      * Analysis (Pass/Fail)
      * Formate output
      * Oil Level Control

Action Items:

Michele - Generate stage gate check list requirements.

Rick -- Project Charter for Agile PM with Stage gated sprints.

Rick - Familiarize with Keysight

By Jessica Ales