Meeting 1/17/16

Attendance: Gabe, Tico, Derek, Dani, Enrique

1. Still no word from Okoli
   1. Form is due by the end of the month

***We need him to answer back asap***

1. Two weeks before presentation and report due
   1. Begin breaking down what needs to be done when

**Excel sheet created with sections needed to be corrected in Measure Phase Report and have been divided**

**A majority has been corrected**

**Presentation will be made during next week’s Sunday meeting**

1. Report status
   1. What still needs to be done

**Analyze section**

**Update any section that needs info from Analyze Section**

* 1. What can be divided up
     1. **The division of this section will be done on the Wednesday Meeting**

1. Finalize new design, begin ordering parts
   1. What’s the status with the motors

**Both motors are on the way**

**They can be tested once they get here**

**Most electronics are on the way as well**

Section for Analyze Phase:

# Identifying the Root Causes

*This section should be included in the report for Phase 3 & all following reports. This section can be titled to fit the objective of the current phase as detailed by your sponsor/mentor.*

Analysis – What type of analysis are you doing on the data you collected during the Measure phase? What conclusions can you draw based on the data you collected?

**Why is the problem happening?** Ask “why” multiple times to find the **root** cause of a problem. Create & explain an updated Ishikawa diagram if it helps get your point across. *Ideally, this analysis should follow directly from the data collected during the Measure Phase. If further measurements are needed to draw a valid conclusion, describe your methods and metrics as before.*

*Note: if you are designing a* ***product****, you should ensure that your design of choice will meet customer requirements.* Discuss manufacturing steps you’ve undertaken or will undertake to build your prototype. Brainstorm and explain methods you can use to test individual components.