Meeting Minutes I
IPRO 340

Tuesday January 21, 2008
10:00-11:15am

Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Chris Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Tian Dan

Tasks issued
Jessica: Class schedule coordination for site visits, tasks assignment
Jeremy: Research LEAN
Christine: Minutes
Larissa: Time Sheet collection
Alex: Resume format
Everybody: Read past project research and documents

Next class period  IPRO first class briefing, setting of week research assignment

Next regular meeting Thursday January 23, 2008
Meeting Minutes II
IPRO 340

Thursday January 24, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Larissa Groszko, Chris Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Absent
Alex Bauer

Tasks issued
Corina, Alex, Ryan
JHACO and the standards
Larissa, Dawn:
Site Visits and Audits
Rafal, Christine, Chris
Program
Jeremy, Jessica
LEAN
Everybody
Resumes, sign-up for workshops, reading and watching past materials, study for learning objectives test

This class period
IPRO first class briefing, setting of week research assignment, innovation learning objectives test

Next class period
Visit to class by Steven Glass, CIO of Access, Preliminary organization of team into subteams

Next regular meeting
Tuesday January 29, 2008
Meeting Minutes III
IPRO 340

Tuesday January 29, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Steven Glass, Corina Abrudan, Alex Bauer, Larissa Groszko, Chris Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Tasks issued
Corina, Larissa, Jeremy, Dawn, Jessica
Alex, Rafal, Christine, Chris, Ryan
Everybody
Process mapping
State of the Art Investigation
Sign-up for workshops, reading and watching past materials, study for learning objectives test, presentations on respective topics

This class period
Visit from Steven Glass, ACCESS overview, Subteams designation

Next class period
Subteams organization, Review of Fall Design and audit work presentations

Next regular meeting
Thursday January 31, 2008
Meeting Minutes IV
IPRO 340

Thursday January 31, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Chris Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Larissa, Corina, Jeremy, Dawn, Jessica Process mapping
Alex, Rafal, Christine, Chris, Ryan State of the Art Investigation

Workshops
IPRO Games (Feb. 2nd) Chris, Alex, Ryan, Jessica, Rafal, Christine
Project Management (Feb. 8th and 9th) Larissa, Rafal
Ethics Seminar (Feb. 15th and 16th) Dawn, Chris, Alex
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn

IPRO Deliverables
Project Plan Corina, Rafal, Larissa
Code of Ethics Dawn, Jessica
Midterm Reports + Presentation Ryan, Chris, Jeremy
IPRO Boards Rafal, Larissa, Alex
IPRO Day Presentation Jessica, Ryan, Jeremy

Tasks issued
Dawn IGroups cleanup
Jessica Agendas, schedule site visits
Alex Coordinate site visits for state of the art facility, set-up visits of industry professionals

Everybody Sign-up for workshops, reading and watching past materials, study for learning objectives test

Next class period Review of all fall design and audit work and IPRO reports

Next regular meeting Tuesday February 5, 2008
Meeting Minutes V
IPRO 340

Tuesday February 5, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Chris Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Larissa, Corina, Jeremy, Dawn, Jessica  Process mapping
Alex, Rafal, Christine, Chris, Ryan  State of the Art Investigation

Workshops
Project Management (Feb. 8th and 9th)  Larissa, Rafal
Ethics Seminar (Feb. 15th and 16th)  Dawn, Chris, Alex
Presentation Skills (Apr. 11th and 12th)  Jessica, Rafal, Dawn

Site Visits
Booker (Thursday, 12:00PM)  Larissa, Rafal, Chris, Christine
Brandon (Tuesday, 2:00 PM)  Dawn, Corina, Ryan
Hawthorne (Monday, 10:30 AM)  Jeremy, Jessica, Corina, Alex

Tasks issued
Jessica  E-mail site visit process
Everybody  Think of questions to ask at the site visits
Larissa, Dawn, Jeremy  Set up for site visit (times and places to meet)
Everybody  Sign-up for workshops, reading and watching past materials, study for learning objectives test

Next class period  Meet in subteams, detailing subteam project plan

Next regular meeting  Thursday February 7, 2008
Meeting Minutes VI
IPRO 340

Thursday February 7, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Chris Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Larissa, Corina, Jeremy, Dawn, Jessica  Process mapping
Alex, Rafal, Christine, Chris, Ryan  State of the Art Investigation

Workshops
Project Management (Feb. 8th and 9th)  Larissa, Rafal
Ethics Seminar (Feb. 15th and 16th)  Dawn, Chris, Alex
Presentation Skills (Apr. 11th and 12th)  Jessica, Rafal, Dawn

Site Visits
Booker (Thursday, 12:00PM)  Larissa, Rafal, Chris, Christine
Brandon (Tuesday, 2:00 PM)  Dawn, Corina, Ryan
Hawthorne (Monday, 10:30 AM, cancelled)  Jeremy, Jessica, Corina, Alex

Tasks issued
Dawn, Jeremy  Set up for site visit (times and places to meet)
Larissa, Rafal, Chris, Christine  Combine site visit information
Ryan  Engineering Notebook, Computer and Technology
Chris  Material
Christine  LEED, and other sustainable ideas
Rafal  Technology Review

Task Division:
Registration – Larissa
Examination – Jeremy
Discharge – Dawn
Referrals – Jessica
Labs – Corina
Engineering Notebook – Corina

- “Visio” learn it to use it
- Process Mapping
  o “high Level” – how processes overlap
  o “mid level” – (i.e. how registration works)
- If inconsistent processes between Access and process mapping Book, need to reconcile.
Reading Tasks:
  o Chap. 2
  o Chap. 10
  o Chap. 7
  o Chap. 5
  o Page 164 – Redesign Flowchart

Tuesday of Week 8, Steve Glass is coming to class. We will invite team managers from facilities when we present deliverable.
- Week 7 – Get feedback from client.
- Week 6 – Formation of final maps.

Everybody

Sign-up for workshops, reading and watching past materials, study for learning objectives test, prepare for site visit presentations on Thursday 14th.

Next class period

Status reporting, review of project plan, review of code of ethics

Next regular meeting

Tuesday February 12, 2008
Meeting Minutes VII
IPRO 340

Tuesday February 12, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Absent
Chris Heppel (Excused, NY Studio)

Subteams
Larissa, Corina, Jeremy, Dawn, Jessica  Process mapping
Alex, Rafal, Christine, Chris, Ryan  State of the Art Investigation

Workshops
Ethics Seminar (Feb. 15th and 16th)  Dawn, Chris, Alex
Presentation Skills (Apr. 11th and 12th)  Jessica, Rafal, Dawn

Site Visits
Brandon (Tuesday, 2:00 PM)  Dawn, Corina, Ryan

Grading Matrix
1. Team Leader Recommendations  5% (Midterm)
5% (End of Term)
= 15%

2. Peer Reviews  5% (Midterm)
10% (End of Term)
= 15%

3. Learning Objectives Test  10%

4. IPRO Day  15%

5. IPRO Deliverables  10%
= 25%

6. Timesheets Reporting  15%

7. Individuals Reports  5% (Midterm)
5% (End of Term)

8. Learning Objectives, Sponsor Feedback  15%

100%

Tasks issued
Dawn  Set up for site visit (times and places to meet)

Larissa, Rafal, Chris, Christine  Combine site visit information for presentation on Booker

Dawn, Corina, Ryan  Combine site visit information for presentation on Brandon

Jessica  Reschedule Hawthorne site visit
Ryan  Information Technology
Chris  Material
Christine  Sustainability in the context of clean and safe
Rafal  Medical Procedural Technology
Larissa  Registration
Jeremy  Examination
Dawn  Discharge
Jessica  Referrals
Corina  Labs
Everybody  Sign-up for workshops, reading and watching past materials, study for learning objectives test (2/28).

**Next class period**  Class Meeting with health care designer, Site Visit Presentations

**Next regular meeting**  Thursday February 14, 2008

**Schedule**
2/14  Site Visit Presentations
2/19  Steven Glass coming (ask about Ethical issues), Draft Project Plan
2/21  Final Review of Project Plan, Outline of Midterm Presentation
2/22  **Friday – Project Plan Due**
2/26  Midterm Presentation Draft
2/28  Learning Objective Test, Midterm Presentation Rehearsal
3/4  Presentation Rehearsal, Code of Ethics Draft
   4:30 **Midterm Presentation**
3/6  Final Code Review
3/7  **Friday - Final Code Due**
3/13  **Final Midterm Presentation**
Meeting Minutes VIII
IPRO 340

Thursday February 14, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Absent
Alex Bauer (Medical Ailment - excused)

Subteams
Larissa, Corina, Jeremy, Dawn, Jessica  Process mapping
Alex, Rafal, Christine, Chris, Ryan  State of the Art Investigation

Workshops
Ethics Seminar (Feb. 15th and 16th)  Dawn, Chris, Alex
Presentation Skills (Apr. 11th and 12th)  Jessica, Rafal, Dawn

Tasks issued
Jessica  Reschedule Hawthorne site visit
Ryan  Information Technology
Chris, Christine  Material, Sustainability in the context of clean and safe, look at LEED, Green Building for Healthcare
Rafal  Medical Procedural Technology
Alex  Look at building Code from Last Semester
Larissa  Registration
Jeremy  Examination
Dawn  Discharge
Jessica  Referrals
Corina  Labs
Everybody  Sign-up for workshops, reading and watching past materials, study for learning objectives test (2/28).

Next class period
Steven Glass coming, status reporting, final review of project plan

Next regular meeting  Tuesday February 19, 2008

Schedule
2/19  Steven Glass coming (ask about Ethical issues), Draft Project Plan
2/21  Final Review of Project Plan, Outline of Midterm Presentation

2/22  **Friday – Project Plan Due**

2/26  Midterm Presentation Draft

2/28  Learning Objective Test, Midterm Presentation Rehearsal

3/4   Presentation Rehearsal, Code of Ethics Draft

3/6   Final Code Review

3/7   **Friday - Final Code Due**


3/13  **Final Midterm Presentation**
Meeting Minutes IX
IPRO 340

Tuesday February 19, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Steven Glass, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Absent
Corina Abrudan

Subteams
Process mapping Larissa, Corina, Jeremy, Dawn, Jessica
Larissa Registration
Jeremy Examination
Dawn Discharge
Corina Labs
Jessica Referrals

State of the Art Investigation Alex, Rafal, Christine, Chris, Ryan
Ryan Information Technology
Chris Air Filtering
Christine Infection Control
Rafal Medical Procedural Technology
Alex Technology

Workshops
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn

Tasks issued
Jessica Reschedule Hawthorne site visit
Dawn Ethics
Ryan Legal
Chris Community
Christine Professional
Rafal Contracts
Alex Industry
Larissa Overall Principle
Jeremy Moral Values
Jessica Personal Relation
Corina ???
Everybody

Sign-up for workshops, reading and watching past materials, study for learning objectives test (2/28), read 7 Layers of Integrity, complete Individual Plan Report (2/22).

Next class period

Review code of Ethics, meet in subteams

Next regular meeting

Thursday February 21, 2008

Schedule

2/21 Final Review of Project Plan, Outline of Midterm Presentation
2/22 **Friday – Project Plan Due (Group and Individual)**
2/26 Midterm Presentation Draft
2/28 Learning Objective Test, Midterm Presentation Rehearsal
3/4 Presentation Rehearsal, Code of Ethics Draft
   **4:30 Midterm Presentation**
3/6 Final Code Review
3/7 **Friday - Final Code Due**
3/13 **Final Midterm Presentation**
Meeting Minutes X
IPRO 340

Thursday February 21, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Process mapping   Larissa, Corina, Jeremy, Dawn, Jessica
Larissa          Registration
Jeremy           Examination
Dawn             Discharge
Corina           Labs
Jessica          Referrals

State of the Art Investigation   Alex, Rafal, Christine, Chris, Ryan
Ryan              Information Technology
Chris             Air Filtering
Christine         Infection Control
Rafal             Medical Procedural Technology
Alex              Overlapping topics

Workshops
Presentation Skills (Apr. 11\textsuperscript{th} and 12\textsuperscript{th})   Jessica, Rafal, Dawn

Site Visits / Field Interviews
Hawthorne (Monday, 10:30 AM)   Jeremy, Corina, Jessica, Alex
Dr. Messenger (Electronic Files)

Booker (Wednesday, 12:00 PM or 1:00PM)Jessica, Larissa, Rafal, Dawn
(Process Mapping)

Brandon (Thursday, 1:30 PM)   Rafal, Ryan, Alex, Christine
Dr. Khankari (New Technology)

Bessie (Thursday, 1:00 PM @ IIT)   Jeremy, Larissa, Chris, Jessica

Midterm Presentation Draft
(Midterm Presentation due 3/4, 4:30PM – 6:00 PM)
Jeremy
1) Intro
2) Access Community Healthcare Centers
3) PM + SoA
Larissa
4) PM Objectives
5) Deliverables
6) Discoveries / Issues
Ryan
7) SoA Objectives
8) Deliverables
9) Discoveries / Issues

Rafal

10) New Objectives
11) New Deliverables
12) Q + A

Tasks issued
Dawn, Jeremy       Proofread Project Plan, give feedback

Everybody       Complete Individual Plan Report, Revise code of Ethics by producing 2 pressures, 2 risks, 2 measures, and 1 canon, for the topic assigned.

Dawn       Ethics
Ryan       Legal
Chris       Community
Christine   Professional Codes
Rafal       Contracts
Alex       Industry Standard
Larissa       Overall Principle
Jeremy       Moral Values
Jessica       Personal Relation
Corina ??

State of the Art Group       Produce 10 slides each on Research Topics

Everybody       Sign-up for workshops, reading and watching past materials, study for learning objectives test (2/28), read 7 Layers of Integrity.

Next class period       Status Reporting, Review Code of Ethics, Review of Midterm Presentation

Next regular meeting       Tuesday February 26, 2008

Schedule
2/22 Friday – Project Plan Due (Group and Individual)
2/26 Midterm Presentation Draft
2/28 Learning Objective Test, Midterm Presentation Rehearsal
3/4 Presentation Rehearsal, Code of Ethics Draft
4:30 Midterm Presentation
3/6 Final Code Review
3/7 Friday - Final Code Due
3/13 Final Midterm Presentation
Meeting Minutes XI
IPRO 340

Tuesday February 26, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Process mapping: Larissa, Corina, Jeremy, Dawn, Jessica
Larissa: Registration
Jeremy: Examination
Dawn: Discharge
Corina: Labs
Jessica: Referrals

State of the Art Investigation: Alex, Rafal, Christine, Chris, Ryan
Ryan: Information Technology
Chris: Air Filtering
Christine: Infection Control
Rafal: Medical Procedural Technology
Alex: Overlapping topics

Workshops
Presentation Skills (Apr. 11th and 12th): Jessica, Rafal, Dawn

Site Visits / Field Interviews
Booker (Wednesday, 12:30 PM): Jessica, Jeremy, Rafal
(Process Mapping)
Brandon (Thursday, 1:30 PM): Rafal, Ryan, Alex, Christine
Dr. Khankari (New Technology)
Bessie (Thursday, 1:00 PM @ MTCC Coffee Shop): Jeremy, Larissa, Chris, Jessica

Tasks issued
Everybody: Revise Code of Ethics by producing 2 pressures, 2 risks, 2 measures, and 1 canon, for the topic assigned, email them to Dawn.

Dawn: Ethics
Ryan: Legal
Chris: Community
Christine: Professional Codes
Rafal: Contracts
Alex: Industry Standard
Larissa: Overall Principle
Jeremy: Moral Values
Jessica: Personal Relation
Corina: ???
Everybody  Sign-up for workshops, reading and watching past materials, **study for learning objectives test (2/28)**, read 7 Layers of Integrity.

**Next class period**  Learning Objectives Test, Ethics

**Next regular meeting**  Thursday February 27, 2008

**Schedule**
2/26  Midterm Presentation Draft
2/28  **Learning Objective Test**, Midterm Presentation Rehearsal
3/4  Presentation Rehearsal, Code of Ethics Draft
     **4:30 Midterm Presentation**
3/6  Final Code Review
3/7  **Friday - Final Code Due**
3/13  **Final Midterm Report**
Meeting Minutes XII
IPRO 340

Tuesday February 28, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Rafal Stawarz, Ryan Strand, Dawn Tian

Absent
Jessica Patera (sick)

Subteams
Process mapping Larissa, Corina, Jeremy, Dawn, Jessica
Larissa Registration
Jeremy Examination
Dawn Discharge
Corina Labs
Jessica Referrals

State of the Art Investigation Alex, Rafal, Christine, Chris, Ryan
Alex Information Technology
Rafal Air Filtering
Christine Infection Control
Rafal Medical Procedural Technology
Alex Overlapping topics

Workshops
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn

Site Visits / Field Interviews
Brandon (Thursday, 1:30 PM) Rafal, Ryan, Alex, Christine
Dr. Khankari (New Technology)

Bessie (Friday, 12:45 PM in Crown Hall) Jeremy, Larissa, Chris, Jessica

Tasks issued
Jeremy, Ryan, Chris Edit Midterm Powerpoint
Everybody Revise Code of Ethics by producing 2 pressures, 2 risks, for each measure, and 1 canon, for the topic assigned, email them to Dawn.

Dawn Ethics
Ryan Legal
Chris Community
Christine Professional Codes
Rafal Contracts
Alex Industry Standard
Larissa Overall Principle
Jeremy Moral Values
Jessica Personal Relation
Corina ???
Everybody

Sign-up for workshops, reading and watching past materials, **complete process improvement quiz, and survey.**

**Next class period**

Practice in Class Midterm Presentation, Meet in Subteams

**Next regular meeting**

Tuesday March 4, 2008

**Schedule**

2/28 **Learning Objective Test**, Midterm Presentation Rehearsal

3/4 Presentation Rehearsal, Code of Ethics Draft

4:30 **Midterm Presentation**

3/6 Final Code Review

3/7 **Friday - Final Code Due**


3/13 **Final Midterm Report**
Meeting Minutes XIII
IPRO 340

Tuesday March 04, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Dawn Tian

Absent
Ryan Strand (sick)

Subteams
Process mapping Larissa, Corina, Jeremy, Dawn, Jessica
Larissa Registration
Jeremy Examination
Dawn Discharge
Corina Labs
Jessica Referrals

State of the Art Investigation Alex, Rafal, Christine, Chris, Ryan
Ryan Information Technology
Chris Air Filtering
Christine Infection Control
Rafal Medical Procedural Technology
Alex Overlapping topics

Workshops
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn

Site Visits / Field Interviews
Bessie (Wednesday, 12:40 PM in Crown Hall) Jeremy, Larissa, Chris, Jessica

Midterm Presentation
Jeremy Introduction
Larissa Process Mapping
Jessica (replacing Ryan) State of the Art Technology
Rafal Conclusion/Question

Tasks issued
Everybody Revise Code of Ethics by producing 2 pressures, 2 risks, for each measure, and 1 canon, for the topic assigned, edit your own section, and email them to Dawn by 5:00 Wednesday.

Dawn Ethics
Ryan Legal
Chris Community
Christine Professional Codes
Rafal Contracts
Alex Industry Standard
Larissa Overall Principle
Jeremy Moral Values
Everybody

Sign-up for workshops, reading and watching past materials.

Next class period

Status Reporting, Review of code of ethics, Review midterm report, Meet in Subteams

Next regular meeting

Thursday March 6, 2008

Schedule

3/4 Presentation Rehearsal, Code of Ethics Draft

4:30 Midterm Presentation

3/6 Final Code Review

3/7 Friday - Final Code Due


3/13 Final Midterm Report
Meeting Minutes XIV
IPRO 340

Thursday March 06, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Process mapping  Larissa, Corina, Jeremy, Dawn, Jessica
Larissa  Registration
Jeremy  Examination
Dawn  Discharge
Corina  Labs
Jessica  Referrals

State of the Art Investigation  Alex, Rafal, Christine, Chris, Ryan
Ryan  Information Technology
Chris  Air Filtering
Christine  Infection Control
Rafal  Medical Procedural Technology
Alex  Overlapping topics

Workshops
Presentation Skills (Apr. 11th and 12th)  Jessica, Rafal, Dawn

Site Visits / Field Interviews
Bessie (Wednesday, 12:40 PM in Crown Hall)  Dawn, Corina, Larissa, Jeremy, Alex

Tasks issued
Ryan  Final midterm report, Send Midterm Report Assignment by Sunday, midnight
Jeremy  Organizing part of Final Midterm Report
Chris  Planning part of Final Midterm Report
Dawn, Jessica  Submit Code of Ethics

State of the Art  Get information for Engineering Notebook, prepare for presentation, get statistics, write a page on each of the chosen technology

Everybody  Sign-up for workshops, reading and watching past materials

Next class period  Visit to class by Steven Glass, Status Reporting, Review of Midterm Report and Presentations

Next regular meeting  Tuesday March 11, 2008
Schedule

3/7  Friday - Final Code Due

3/9  Ryan – Final Midterm Assignment Out by Midnight

3/11 Midterm Report Draft, Glass Coming, SoA Final Presentation, PM Final Presentation

3/13 Final Midterm Report, Engineering Notebook Due, Subteam wrap-up, Re-organize (New subgroups, New assignments)
Meeting Minutes XIV
IPRO 340

Tuesday March 11, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Steven Glass, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Process mapping Larissa, Corina, Jeremy, Dawn, Jessica
Larissa Registration
Jeremy Examination
Dawn Discharge
Corina Labs
Jessica Referrals

State of the Art Investigation Alex, Rafal, Christine, Chris, Ryan
Ryan Information Technology
Chris Air Filtering
Christine Infection Control
Rafal Medical Procedural Technology
Alex Overlapping topics

Workshops
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn

Site Visits / Field Interviews
Bessie (Wednesday, 12:40 PM in Crown Hall) Dawn, Corina, Larissa, Jeremy, Alex

Tasks issued
Ryan Final midterm report, Send Midterm Report Assignment by Sunday, midnight
Jeremy Organizing part of Final Midterm Report
Chris Planning part of Final Midterm Report
Alex - 1 (Revised Objectives/Goals)
Corina - 2 (Revised Task Definition)
Christine - 3 (Revised Durations)
Chris - 4 (Revised Accountability)
Jeremy - 5 (Revised Role and Resource Allocation)
Larissa - 6 (Results to Date vs Original Plan)
Rafal - 7 (Monitoring Project Status)
Dawn - 8 (Code of Ethics)
Ryan - conglomeration, coherence, finalization
Jessica - answers all of our questions

State of the Art Get information for Engineering Notebook, edit the presentation, get statistics, write a page on each of the chosen technology, pro and cons, cost analysis, cite your sources
Process Mapping  Edit Process maps, talk to Bessie

Everybody  Sign-up for workshops, reading and watching past materials, do your part on the final report.

**Next class period**  Review of Midterm Report, Class Meeting with Health Care Designers, Refocus, Subteam wrap-up, Re-organize (New subgroups, New assignments)

**Next regular meeting**  Thursday March 13, 2008

**Schedule**

3/11  Midterm Report Draft, Glass Coming, SoA Final Presentation, PM Final Presentation

3/13  **Final Midterm Report**, Engineering Notebook Due, Subteam wrap-up, Re-organize (New subgroups, New assignments)
Meeting Minutes XVI  
IPRO 340  

Thursday March 13, 2008  
10:00-11:15am

Attendance  
Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams  
Registration Larissa, Ryan  
(Lobby, waiting room, files, PCs, scanners, printers)  
Examination Jeremy, Chris  
(Exam rooms, MA stations, sep. stations)  
Labs Corina, Rafal  
(Labs, labs in exam rooms, medical storage, storage)  
Discharge Dawn, Christine  
(Lobby, waiting room, files, etc...)  
Referrals Jessica, Alex  
(office, sep. rooms, etc...)

Workshops  
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn, Chris

Site Visits / Field Interviews  
TBA during Spring Break

Tasks issued  
Larissa, Alex Updates to follow up PM, and SoA deliverables  
Everybody Read program (especially adjacency diagrams), understand your process and areas, think of new ideas, look at existing design of state of the art facilities, think of difference between pediatric and geriatric, think of patient’s privacy, think of communication between areas, think of ways to implement State of the Art.  
Everybody Sign-up for workshops, reading and watching past materials, do your part on the final report.

Next class period Ideas, questions, subgroup meeting

Next regular meeting Tuesday March 25, 2008

Schedule  
3/13 Final Midterm Report, Engineering Notebook Due, Subteam wrap-up, Reorganize (New subgroups, New assignments)

3/18 SPRING BREAK
3/20 Possible site visits to Northwestern’s, Doctor’s Medical Center, Genesis
3/25 Bring questions, Ideas
3/27 Standards (# of seats, size, space requirement, equipment)

4/1 Diagrams layout
4/3 Layout integration

4/8 Glass coming, Bessie?
4/10 Assign IPRO tasks
4/11 or 4/12 Presentation skill workshop (Jessica, Rafal, Dawn, Chris)
4/15
4/17
4/18 Meeting Minutes Due

4/22
4/24 All IPRO tasks uploaded to iKNOW

4/29 Glass coming
5/1
5/2 IPRO Day, invite ACCESS

5/6 Presentation to ACCESS
5/8 Surveys
Meeting Minutes XVII
IPRO 340

Tuesday March 25, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Corina Abrudan, Larissa Groszko, Christopher Heppel, Christine Ly,
Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Absent
Alex Bauer (sick)

Subteams
Registration Larissa, Ryan
(Lobby, waiting room, files, PCs, scanners, printers)
Examination Jeremy, Chris
(Exam rooms, MA stations, sep. stations)
Labs Corina, Rafal
(Labs, labs in exam rooms, medical storage, storage)
Discharge Dawn, Christine
(Lobby, waiting room, files, etc...)
Referrals Jessica, Alex
(Office, sep. rooms, etc...)

Workshops
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn, Chris

Site Visits / Field Interviews
Genesis Health Center (Thursday, 12:00) Larissa, Rafal, Chris

Tasks issued
Larissa, Alex Updates to follow up PM, and SoA deliverables
Everybody Read program (especially adjacency diagrams),
understand your process and areas, think of new ideas,
look at existing design of state of the art facilities, think
of difference between pediatric and geriatric, think of
patient’s privacy, think of communication between areas,
think of ways to implement State of the Art, come up
with basic layout on your area, look up space
requirement.
Everybody Sign-up for workshops, reading and watching past
materials, study for learning objectives test (again).

Research Symposium (April 14th) Presentation board on research, how to best
design a community health center (Abstract due
April 4th)

Next class period Subteam meeting

Next regular meeting Thursday March 27, 2008
**Schedule**

3/27 Standards (# of seats, size, space requirement, equipment)

4/1 Diagrams layout
4/3 Layout integration
**4/4 Undergrad Research Symposium Abstract due**

4/8 Glass coming, Bessie?
4/10 Assign IPRO tasks
4/11 or 4/12 Presentation skill workshop (Jessica, Rafal, Dawn, Chris)

**4/14 Undergrad Research Symposium Due**

4/15
4/17
**4/18 Meeting Minutes Due**

4/22
**4/24 All IPRO tasks uploaded to iKNOW**

**4/29 Glass coming**
5/1
**5/2 IPRO Day, invite ACCESS**

**5/6 Presentation to ACCESS**
5/8 Surveys
Meeting Minutes XVIII
IPRO 340

Thursday March 27, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Registration Larissa, Ryan
(Lobby, waiting room, files, PCs, scanners, printers)
Examination Jeremy, Chris
(Exam rooms, MA stations, sep. stations)
Labs Corina, Rafal
(Labs, labs in exam rooms, medical storage, storage)
Discharge Dawn, Christine
(Lobby, waiting room, files, etc...)
Referrals Jessica, Alex
(Office, sep. rooms, etc...)

Workshops
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn, Chris

Site Visits / Field Interviews
Genesis Health Center (Today, 12:00) Larissa, Rafal, Chris, Jessica

Tasks issued
Larissa, Alex Updates to follow up PM, and SoA deliverables
Everybody Read program (especially adjacency diagrams), understand your process and areas, think of new ideas, look at existing design of state of the art facilities, think of difference between pediatric and geriatric, think of patient's privacy, think of communication between areas, think of ways to implement State of the Art, come up with basic layout on your area, look up space requirement, implement those space requirement into the layout, make a presentation, send a e-mail to Matt Miller to set up meeting or send diagrams/floorplans for feedback
Labs Add: sterilization of space, bug control, security, fix door swing
Referrals Add: Circulation, an effective modular conference room, privacy, separation
Exam rooms Reduce the number of bathroom, address germ problem
Everybody Sign-up for workshops, reading and watching past materials, study for learning objectives test (again).
Research Symposium (April 14th)  Presentation board on research, how to best design a community health center (Abstract due April 4th)

Next class period  Subteam presentation, IPRO tasks assigned

Next regular meeting  Tuesday April 1, 2008

Schedule
4/1 Diagrams layout presentation, IPRO tasks assigned
4/3 Layout integration
4/4 Undergrad Research Symposium Abstract due
4/8 Glass coming, Bessie?
4/10 Assign IPRO tasks
4/11 or 4/12 Presentation skill workshop (Jessica, Rafal, Dawn, Chris)

4/14 Undergrad Research Symposium Due
4/15
4/17
4/18 Meeting Minutes Due

4/22
4/24 All IPRO tasks uploaded to iKNOW

4/29 Glass coming
5/1
5/2 IPRO Day, invite ACCESS

5/6 Presentation to ACCESS
5/8 Surveys
Meeting Minutes XIX
IPRO 340

Tuesday April 1, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Registration and Discharge Larissa, Ryan, Dawn, Christine
(Lobby, waiting room, files, PCs, scanners, printers)
Examination Jeremy, Chris
(Exam rooms, MA stations, sep. stations)
Labs Corina, Rafal
(Labs, labs in exam rooms, medical storage, storage)
Referrals Jessica, Alex
(Office, sep. rooms, etc...)

Workshops
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Dawn, Chris

Tasks issued
Larissa, Alex Updates to follow up PM, and SoA deliverables
Everybody Read program (especially adjacency diagrams), understand your process and areas, think of new ideas, look at existing design of state of the art facilities, think of difference between pediatric and geriatric, think of patient’s privacy, think of communication between areas, think of ways to implement State of the Art, come up with basic layout on your area, look up space requirement, implement those space requirement into the layout, make a presentation, send a e-mail to Matt Miller to set up meeting or send diagrams/floorplans for feedback, final program for building, final bubble diagram, make it pediatric and geriatric specific.

Dawn Symposium Abstract (Due Thursday)
Alex, Dawn, Jessica Research Symposium (April 26th)
Abstract Alex, Dawn
Presentation Jeremy, Jessica, Ryan
Exhibit Rafal, Larissa, Corina
Final Report Dawn, Ryan
Q+A Christine, Jeremy
iKNOW uploads  Chris
Everybody  Sign-up for workshops, reading and watching past materials, study for learning objectives test (again).

**Next class period**  Layout integration, research symposium abstract draft, exhibit options

**Next regular meeting**  Thursday April 3, 2008

**Schedule**

4/3 Layout integration, research symposium abstract draft, exhibit options

**4/4 Undergrad Research Symposium Abstract due**

4/8 Glass coming, Bessie?
4/10 Final decision exhibit, begin animation and modeling
4/11 or 4/12 Presentation skill workshop (Jessica, Rafal, Dawn, Chris)

**4/14 Undergrad Research Symposium Due**
4/15 Present progress and where it is headed
4/17 Presentation layout, Abstract draft

**4/18 Meeting Minutes Due**

4/22 draft of presentation, draft of final report, Q+A Draft

**4/24 All IPRO tasks uploaded to iKNOW**, Run through Presentation layout, Abstract final

**4/29 Glass coming**, IPRO Day practice, 2nd draft of Final Report

5/1 Final draft of final report, Q&A Final, IPRO Day practice

**5/2 IPRO Day**, invite ACCESS

5/6 Presentation to ACCESS, Final Grade Recommendation Due

5/8 Surveys, debriefing
Meeting Minutes XX  
IPRO 340  

Thursday April 3, 2008  
10:00-11:15am  

Attendance  
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian  

Subteams  
Registration and Discharge  
Larissa, Ryan, Dawn, Christine  
(Lobby, waiting room, files, PCs, scanners, printers)  
Examination  
Jeremy, Chris  
(Exam rooms, MA stations, sep. stations)  
Labs  
Corina, Rafal  
(Labs, labs in exam rooms, medical storage, storage)  
Referrals  
Jessica, Alex  
(Office, sep. rooms, etc...)  

Workshops/Events  
Presentation Skills (Apr. 11th and 12th)  
Jessica, Rafal, Chris (Specify which day attending)  
Research Symposium (Apr. 26th)  
Jessica, Jeremy, Dawn, Alex  

Tasks issued  
Larissa, Alex  
Updates to follow up PM, and SoA deliverables  
Everybody  
Read program (especially adjacency diagrams), understand your process and areas, think of new ideas, look at existing design of state of the art facilities, think of difference between pediatric and geriatric, think of patient’s privacy, think of communication between areas, think of ways to implement State of the Art, come up with basic layout on your area, look up space requirement, implement those space requirement into the layout, make a presentation, send a e-mail to Matt Miller to set up meeting or send diagrams/floorplans for feedback, update program, flow diagram, adjacency diagram, floor plan, make them all correlate, make them pediatric and geriatric specific, write down why does this is the ideal center (from the info gathered on site visits, flow charts, technology research).  

Abstract  
Alex, Dawn  
Presentation  
Jeremy, Jessica, Ryan  
Exhibit  
Rafal, Larissa, Corina  
Final Report  
Dawn, Ryan
Q+A
Christine, Jeremy

iKNOW uploads
Chris

Everybody
Sign-up for workshops, reading and watching past materials, study for learning objectives test (again).

Next class period
Glass coming, presentation with new layout according to program, flow diagram, pediatric or geriatric

Next regular meeting
Tuesday April 8, 2008

Schedule
4/4 Undergrad Research Symposium Abstract due

4/8 Glass coming, Bessie?
4/10 Final decision exhibit, begin animation and modeling
4/11 or 4/12 Presentation skill workshop (Jessica, Rafal, Dawn, Chris)

4/14 Undergrad Research Symposium Due
4/15 Present progress and where it is headed
4/17 Presentation layout, Abstract draft

4/18 Meeting Minutes Due

4/22 draft of presentation, draft of final report, Q+A Draft
4/24 All IPRO tasks uploaded to iKNOW, Run through Presentation layout, Abstract final

4/29 Glass coming, IPRO Day practice, 2nd draft of Final Report
5/1 Final draft of final report, Q&A Final, IPRO Day practice
5/2 IPRO Day, invite ACCESS

5/6 Presentation to ACCESS, Final Grade Recommendation Due
5/8 Surveys, debriefing
Meeting Minutes XXI  
IPRO 340 

Tuesday April 8, 2008  
10:00-11:15am 

Attendance 
Prof. Ferguson, Steven Glass, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams 
Registration and Discharge Larissa, Ryan, Dawn, Christine  
(Lobby, waiting room, files, PCs, scanners, printers) 
Examination Jeremy, Chris  
(Exam rooms, MA stations, sep. stations) 
Labs Corina, Rafal  
(Labs, labs in exam rooms, medical storage, storage) 
Referrals Jessica, Alex  
(Office, sep. rooms, etc...) 

Workshops/Events 
Presentation Skills (Apr. 11th and 12th) Jessica, Rafal, Chris (Specify which day attending) 
Research Symposium (Apr. 26th) Jessica, Jeremy, Dawn, Alex 

Tasks issued 
Larissa, Alex Updates to follow up PM, and SoA deliverables 
Everybody Read program (especially adjacency diagrams), understand your process and areas, think of new ideas, look at existing design of state of the art facilities, think of difference between pediatric and geriatric, think of patient’s privacy, think of communication between areas, think of ways to implement State of the Art, come up with basic layout on your area, look up space requirement, implement those space requirement into the layout, make a presentation, send a e-mail to Matt Miller to set up meeting or send diagrams/floorplans for feedback, update program (put in private/public label, add a procedure room), flow diagram, adjacency diagram, floor plan, make them all correlate, make them pediatric and geriatric specific, write down why does this is the ideal center (from the info gathered on site visits, flow charts, technology research), think of the sizeability of the healthcare center, think of the LEAN principle, how is the process improved, centralize work areas, show and tell how the technology affects the design, design for medium size facility (3-4 providers) with expandable/reducible option, answer those questions:
what assumptions are you making?  
what objectives do you have?  
how do design elements accomplish that?

Abstract  
Alex, Dawn

Presentation  
Jeremy, Jessica, Ryan

Exhibit  
Rafal, Larissa, Corina

Final Report  
Dawn, Ryan

Q+A  
Christine, Jeremy

iKNOW uploads  
Chris

Everybody  
Sign-up for workshops (Specify which day you’ll be attending), reading and watching past materials, study for learning objectives test (again).

Next class period  
Final decision exhibit, begin animation and modeling

Next regular meeting  
Thursday April 10, 2008

Schedule
4/10 Final decision exhibit, begin animation and modeling
4/11 or 4/12 Presentation skill workshop (Jessica, Rafal, Dawn, Chris)

4/14 Undergrad Research Symposium Due
4/15 Present progress and where it is headed
4/17 Presentation layout, Abstract draft
4/18 Meeting Minutes Due

4/22 draft of presentation, draft of final report, Q+A Draft
4/24 All IPRO tasks uploaded to iKNOW, Run through Presentation layout, Abstract final

4/29 Glass coming, IPRO Day practice, 2nd draft of Final Report
5/1 Final draft of final report, Q&A Final, IPRO Day practice
5/2 IPRO Day, invite ACCESS

5/6 Presentation to ACCESS, Final Grade Recommendation Due
5/8 Surveys, debriefing
Meeting Minutes XXII  
IPRO 340  

Thursday April 10, 2008  
10:00-11:15am  

Attendance  
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian  

Subteams  
Registration and Discharge  
Larissa, Ryan  
      (Lobby, waiting room, files, PCs, scanners, printers)  
Examination  
Jeremy, Chris  
      (Exam rooms, MA stations, sep. stations)  
Labs  
Corina, Rafal  
      (Labs, labs in exam rooms, medical storage, storage)  
Referrals  
Jessica, Alex  
      (Office, sep. rooms, etc...)  
Hot Dog  
Dawn, Christine, Corina, Rafal, Jessica, Alex  
Hamburger  
Larissa, Ryan, Jeremy, Chris  

Workshops/Events  
Presentation Skills (Apr. 11th and 12th)  
Jessica, Rafal, Chris (Specify which day attending)  
Research Symposium (Apr. 26th)  
Jessica, Jeremy, Alex  

Tasks issued  
Larissa, Alex  
Updates to follow up PM, and SoA deliverables  

Everybody  
Read program (especially adjacency diagrams), understand your process and areas, think of new ideas, look at existing design of state of the art facilities, think of difference between pediatric and geriatric, think of patient’s privacy, think of communication between areas, think of ways to implement State of the Art, come up with basic layout on your area, look up space requirement, implement those space requirement into the layout, update program (put in private/public label, add a procedure room), flow diagram, adjacency diagram, floor plan, make them all correlate, make them pediatric and geriatric specific, write down why does this is the ideal center (from the info gathered on site visits, flow charts, technology research), think of the sizeability of the healthcare center, think of the LEAN principle, how is the process improved, centralize work areas, show and tell how the technology affects the design, design for medium size facility (3-4 providers) with expandable/reducible option, answer those questions: what assumptions are you making?
what objectives do you have? how do design elements accomplish that?

Add consultation room, provide privacy within open office space, combine floor plans
Send floor plans to Matt Miller by 10 pm Sunday for feedback

Abstract            Alex, Dawn
Presentation         Jeremy, Jessica, Ryan
Exhibit             Rafal, Larissa, Corina
Final Report        Dawn, Ryan
Q+A                  Christine, Jeremy
iKNOW uploads       Chris
Everybody           Sign-up for workshops (Specify which day you’ll be attending), reading and watching past materials, study for learning objectives test (again).

Next class period   Finalize plan, assign tasks
Next regular meeting Tuesday April 15, 2008

Exhibit Proposition
Board 1
What is the program, who is access, what they do
Community challenges

Board 2
State of the Art facility, How it makes an improvement

Board 3
Our work / research from 1st half of the semester, 2nd half of the semester
How is it addressing issues

Board 4
Program, adjacency diagram, assumptions / objectives, pro / cons
Physical model

Board 5
Renderings, 3D model

Schedule
4/11 or 4/12 Presentation skill workshop (Jessica, Rafal, Dawn, Chris)

4/15 Present progress and where it is headed
4/17 Presentation layout, Abstract draft

4/18 Meeting Minutes Due
4/22 draft of presentation, draft of final report, Q+A Draft
4/24 All IPRO tasks uploaded to iKNOW, Run through Presentation layout, Abstract final, Undergrad Research Symposium Due

4/29 Glass coming, IPRO Day practice, 2nd draft of Final Report
5/1 Final draft of final report, Q&A Final, IPRO Day practice
5/2 IPRO Day, invite ACCESS

5/6 Presentation to ACCESS, Final Grade Recommendation Due
5/8 Surveys, debriefing
Meeting Minutes XXIII
IPRO 340

Tuesday April 15, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Hot Dog: Dawn, Christine, Corina, Rafal, Jessica, Alex
Hamburger: Larissa, Ryan, Jeremy, Chris

Workshops/Events
Research Symposium (Apr. 26th): Jessica, Jeremy, Alex

Tasks issued
Larissa, Alex: Updates to follow up PM, and SoA deliverables
Everybody: Read program (especially adjacency diagrams), understand your process and areas, think of new ideas, look at existing design of state of the art facilities, think of difference between pediatric and geriatric, think of patient’s privacy, think of communication between areas, think of ways to implement State of the Art, come up with basic layout on your area, look up space requirement, implement those space requirement into the layout, update program (put in private/public label, add a procedure room), flow diagram, adjacency diagram, floor plan, make them all correlate, make them pediatric and geriatric specific, write down why does this is the ideal center (from the info gathered on site visits, flow charts, technology research), think of the sizeability of the healthcare center, think of the LEAN principle, how is the process improved, centralize work areas, show and tell how the technology affects the design, design for medium size facility (3-4 providers) with expandable/reducible option, answer those questions:
what assumptions are you making?
what objectives do you have?
how do design elements accomplish that?
Add consultation room, provide privacy within open office space, combine floor plans
Finalize floor plans, start preparing for exhibit boards, combine research

Abstract
Alex, Dawn

Presentation
Jeremy, Jessica, Ryan
Exhibit Rafal, Larissa, Corina
Final Report Dawn, Ryan
Q+A Christine, Jeremy
iKNOW uploads Chris
Everybody Study for learning objectives test (again).

**Next class period** Finalize plan, assign tasks

**Next regular meeting** Thursday April 17, 2008

**Exhibit Proposition**
Board size: 32” x 40” Font: ???

Board 1 Jeremy, Alex
What is the program, who is access, what they do
Community challenges

Board 2 Jessica, Dawn
State of the Art facility, How it makes an improvement

Board 3 Corina, Christine
Our work / research from 1st half of the semester, 2nd half of the semester
How is it addressing issues

Board 4 Larissa, Ryan
Program, adjacency diagram, assumptions / objectives, pro / cons
Physical model

Board 5 Chris, Rafal
Renderings, 3D model

**Schedule**
4/17 Presentation layout, Abstract draft
4/18 Meeting Minutes Due

4/22 draft of presentation, draft of final report, Q+A Draft
4/24 All IPRO tasks uploaded to iKNOW, Run through Presentation layout,
Abstract final, Undergrad Research Symposium Due

4/29 Glass coming, IPRO Day practice, 2nd draft of Final Report
5/1 Final draft of final report, Q&A Final, IPRO Day practice
5/2 IPRO Day, invite ACCESS

5/6 Presentation to ACCESS, Final Grade Recommendation Due
5/8 Surveys, debriefing
Meeting Minutes XXIV
IPRO 340

Thursday April 17, 2008
10:00-11:15am

Attendance
Prof. Ferguson, Matt Miller, Corina Abrudan, Alex Bauer, Larissa Groszko, Christopher Heppel, Christine Ly, Jeremy Moore, Jessica Patera, Rafal Stawarz, Ryan Strand, Dawn Tian

Subteams
Hot Dog Dawn, Christine, Corina, Rafal, Jessica, Alex
Hamburger Larissa, Ryan, Jeremy, Chris

Workshops/Events
Research Symposium (Apr. 26th) Jessica, Jeremy, Alex
IPRO Day (May 2nd)

Tasks issued
Larissa, Alex Updates to follow up PM, and SoA deliverables
Alex, Dawn Abstract:
Redefine Problem as “Providing quality healthcare to uninsured and underinsured people”
Redefine Objectives as “Design of a state of the art facility to improve the quality of health care”
Add to Solution, new and innovative, green/sustainable
Re-title back of pamphlet with Team, and
Acknowledgement
Re-title front of pamphlet with “Starting point of our project”
Mention why LEAN is important: To serve more patient effectively and efficiently
Mention the most important things influence our design:
  Green and State of the Art Technology
  Communication
  Scalability
  LEAN
  Pediatric and Geriatric Care
  Privacy
  Healing Environment
Write a paragraph for the abstract:
  Ryan Intro
  Alex State of the Art
  Larissa Process Mapping
  Jessica Floorplan

Hot Dog and Hamburger Color Floorplan, add flow arrows

Dawn, Ryan Table of content for the Sponsor Report (Final Report alternative)
Abstract
Alex, Dawn

Presentation
Jeremy, Jessica, Ryan

Exhibit
Rafal, Larissa, Corina

Final Report
Dawn, Ryan

Q+A
Christine, Jeremy

iKNOW uploads
Chris

Everybody
Study for learning objectives test (again).

Next class period
Finalize plan, assign tasks

Next regular meeting
Tuesday April 22, 2008

Exhibit Proposition
Board size: 32” x 40” Font: ???

Board 1
Jeremy, Alex
What is the program, who is access, what they do
Community challenges

Board 2
Jessica, Dawn
State of the Art facility, How it makes an improvement

Board 3
Corina, Christine
Our work / research from 1st half of the semester, 2nd half of the semester
How is it addressing issues

Board 4
Larissa, Ryan
Program, adjacency diagram, assumptions / objectives, pro / cons
Physical model

Board 5
Chris, Rafal
Renderings, 3D model

Schedule
4/18 Meeting Minutes Due

4/22 draft of presentation, draft of final report, Q+A Draft
4/24 All IPRO tasks uploaded to iKNOW, Run through Presentation layout,
Abstract final, Undergrad Research Symposium Due

4/29 Glass coming, IPRO Day practice, 2nd draft of Final Report
5/1 Final draft of final report, Q&A Final, IPRO Day practice
5/2 IPRO Day, invite ACCESS
5/6 Presentation to ACCESS, Final Grade Recommendation Due
5/8 Surveys, debriefing