

**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
I PRO 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

I PRO 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
I PRO 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	Process mapping
Alex , Rafal, Christine, Chris, Ryan	State of the Art Investigation
Everybody	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
I PRO 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:

- Chap. 2
- Chap. 10
- Chap. 7
- Chap. 5
- 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 14 th .
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. 15 th and 16 th)	Dawn, Chris, Alex
Presentation Skills (Apr. 11 th and 12 th)	Jessica, Rafal, Dawn

Site Visits

Brandon (Tuesday, 2:00 PM)	Dawn , <i>Corina</i> , Ryan
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Grading Matrix

1. Team Leader Recommendations	5% (Midterm) 5% 5% (End of Term) = 15%
2. Peer Reviews	5% (Midterm) 10% (End of Term) = 15%
3. Learning Objectives Test	10%
4. <i>IPRO Day</i>	15%
5. <i>IPRO Deliverables</i>	10% = 25%
6. Timesheets Reporting	15%
7. Individuals Reports	5% (Midterm) 5% (End of Term)
8. Learning Objectives, Sponsor Feedback	15%
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	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**
- 3/11 Midterm Rep. Draft
- 3/13 Final Midterm Presentation**

Meeting Minutes VIII
I PRO 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 Helthcare
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
4:30 Midterm Presentation
3/6 Final Code Review
3/7 Friday - Final Code Due
3/11 Midterm Rep. Draft
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

3/11 Midterm Rep. Draft

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. 11th and 12th) 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**
- 3/11 Midterm Rep. Draft
- 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

3/11 Midterm Rep. Draft, Glass Coming

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
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

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

3/11 Midterm Rep. Draft, Glass Coming

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

Jessica
Corina

Personal Relation
???

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

3/11 Midterm Rep. Draft, Glass Coming

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

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

Workshops/Events

Presentation Skills (Apr. 11 th and 12 th)	Jessica, Rafal, Chris (Specify which day attending)
Research Symposium (Apr. 26 th)	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 Exhibit	Jeremy, Jessica, Ryan 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 (Lobby, waiting room, files, PCs, scanners, printers)	Larissa, Ryan, Dawn, Christine
Examination (Exam rooms, MA stations, sep. stations)	Jeremy, Chris
Labs (Labs, labs in exam rooms, medical storage, storage)	Corina, Rafal
Referrals (Office, sep. rooms, etc...)	Jessica, Alex

Workshops/Events

Presentation Skills (Apr. 11 th and 12 th)	Jessica, Rafal, Chris (Specify which day attending)
Research Symposium (Apr. 26 th)	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 Exhibit	Jeremy, Jessica, Ryan 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 (Lobby, waiting room, files, PCs, scanners, printers)	Larissa, Ryan
Examination (Exam rooms, MA stations, sep. stations)	Jeremy, Chris
Labs (Labs, labs in exam rooms, medical storage, storage)	Corina, Rafal
Referrals (Office, sep. rooms, etc...)	Jessica, Alex
Hot Dog	Dawn, Christine, Corina, Rafal, Jessica, Alex
Hamburger	Larissa, Ryan, Jeremy, Chris

Workshops/Events

Presentation Skills (Apr. 11 th and 12 th)	Jessica, Rafal, Chris (Specify which day attending)
Research Symposium (Apr. 26 th)	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
Hamburger

Dawn, Christine, Corina, Rafal, Jessica, Alex
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
Hamburger

Dawn, Christine, Corina, Rafal, Jessica, Alex
Larissa, Ryan, Jeremy, Chris

Workshops/Events

Research Symposium (Apr. 26th)
IPRO Day (May 2nd)

Jessica, Jeremy, Alex

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