

ME 486C-003  
GO Baby Go Team A (14)  
Meeting Minutes  
Third Week

This meeting was held in two sessions:

- First meeting was on 1/31/17 (Tuesday)
- Second meeting was on 2/1/17 (Wednesday)
- Attendance: Mohammad Aljuaidi, Sam Williams, Abdulrahman Almutairi, Ernes Distajo, and Abdullah Alajmi
- First meeting was held in the EGR Building.
- Second meeting was held in the EGR Building.
- The first meeting started at 4:00 PM and ended at 5:30 PM.
- The second meeting started at 4:30 PM and ended at 5:30 PM

**Meetings Agenda:**

- Prepare for team meeting on 1/31/17 (Tuesday).
- Plan for meeting on 2/1/17 (Wednesday)
- Discuss the progress presentation and what parts every member is taking over.
- Prepare team's slides and organize them
- See what parts need to be ordered
- Figure out what type of Arduino need to be ordered and how can we program it
- Upload our progress video to YouTube to add it to our presentation
- Order 5 points seat belt for our car
- Go over hard review one and split parts between team members
- On Wednesday the team had a meeting to practice for presentation
- Go over slides and fix what need to be fixed
- Organize our bill of materials and put check marks on the parts we have so far so that we do not forget any part

**Future Agenda:**

- Plan for meeting on Monday 2/6/17 to figure out what type of materials the team will pick for armrests
- Go to Home Depot to purchase the parts we need
- The team will figure out how to program the Arduino