

# MEETING AGENDA

## Topic: ME 486C Go-Baby-Go Team Meeting

**Date: January 19th 2017**

**Time: 5:00 – 7:00 pm**

Meeting called by Yousef Alraqem  
Minutes recorded by Yousef Alraqem

**Attendees:** Hussien Alajmy, Shahah Eshkanani, Yousef Alenezi, Yousef Alraqem, Saleh Almasari (Skype video call)

**Please bring:** Your laptop In every meeting with ME486C class notes.

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- **New Meeting times for Capstone 2**

In ME 476C "Capstone 1" team 9 GBG-D held weekly meetings that were scheduled regularly each Wednesday at 5:30.

The team has discussed to change that time due to change in class schedules for each team member. The team compared each team members class schedule to find the best time for weekly team meetings. Weekly team meetings was determined to be:

Day: THURSDAY.

Time: 6:00 pm.

Location: Du Bois Building .

- **Team charter**

In this section the team discussed adding some ground rule to the previous team charter.

New added Ground Rules were the following:

- 1- Warnings given to each team member that is late to a meeting.
- 2- Practice is required from the team WHILE ALL TEAM MEMBERS SHOULD ATTEND the practice presentation.

- **Final Report Updates**

After the team has received the grade of the final report with all the comments included. The team has updated the final report and adjusted the following:

- 1- Grammar mistakes
- 2- Clarity in some sections
- 3- Report structure
- 4- Report format

- **CAD Design Updates**

The final CAD Design was updated with the following:

- 1- Colors applied to some parts in the final design
- 2- Fixed some parts.

- **Project Website Updates**

The team's website was updated with the following:

- 1- Dr. Oman's background
- 2- Team members display pictures
- 3- Upload some documents (final report, team meeting minutes)

- **Weekly Blocks To Meet Dr. Oman**

According to Dr. Oman's email regarding ME 486C, there will be a meeting held with Dr. Oman each week to discuss the process of the project. Below are the available blocks for Team 9 GBG-D:

- A- Monday at 5:00 pm
- B- Tuesday at 5:00 pm
- C- Sunday at 5:00 pm

- **Engineering Requirements**

The team's engineering requirements were revised by the team and the team is waiting to meet with Dr. Oman to approve the project Engineering Requirements.

- **Discussion of Detailed Manufacturing Plans**

A detailed manufacturing plan was created by the team in order to divide all tasks to create the device. The plan included the following parts:

- 1- Interior design
- 2- Welding
- 3- Electronics
- 4- Alignments

- **Parts Availability**

As a quick part availability check, the team has visited Home Depot just to have some information about the available parts there and to gain more knowledge regarding all parts and tools needed.

- **Future Planning**

In the future the team is planning to make the next step to be building the base part of the project.

- **Testing Variables**

- 1- Test the weight compatibility of the design.
- 2- Test the electric circuits
- 3- Test the pressure pads
- 4- Test the heat produced from the device and if it might hurt the user.
- 5- Balance check