

MEETING AGENDA

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

Date: January 26th 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

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

- **Update the Gantt chart**

Using ME 476's Gantt chart, Yousef Alraqem will update the tasks and the due dates on the Gantt chart.

- **Create the presentation with the following sections:**

- 1. Project Description**

Present the project overview + Changes since ME 476 till today.

Introduce the new sponsor (Auto Rehab)

- 2. Updates**

Include the previous CAD design and show the updated sections from the new CAD model.

Update the audience with the updates on the final report.

Show the updated website

Show bill of materials and the new parts.

- 3. Manufacturing**

The current plan is to start manufacturing the base to the hardware after that connect all the electronic connections and finally the final touches.

Show all team members responsibilities in a slide.

Saleh >> manufacturing lab

Hussen >> OSHA safety standards

Shahah >> circuits layout

Yousef Alraqem >> Solidworks + weight analysis

Yousef Alenezi >> Solidworks

4. Schedule and Budget

Update the Gantt chart in addition to the budget part in a slide.

Provide all other changes.