**Minutes of General AutoDrive Meeting for 09/20/2024 - Fall 24 Week 4**

1. **Background**

North Carolina A&T State University (NCAT) participates in SAE International’s student project to develop solutions for tomorrow’s self-driving cars. The NCAT team, Aggies Autonomous Auto(A3) meet on a weekly schedule. The meetings are held to coordinate team efforts towards the successful execution of yearly deliverables. This particular meeting was held **virtually** on **September 20, 2024** via the Zoom platform for a one (1) hour duration; specifically, from **10:00am -11:00am**. The Agenda of the meeting was set by the team captain.

1. **Attendees**

In attendance for the **September 20, 2024** meeting were the following people:

* Dr. Younho Seong (Faculty)
* Dr. Sun Yi (Faculty)
* Dr Daniel Acree (Faculty)
* Kelvin Kwakye (Team Captain)
* Clement Alabi (Project manager)
* Chandra (Technical Lead)
* Hossam (Technical Lead)
* Abiodun (Technical Lead)
* Azeez (Technical Lead)
* Yoo Sang Chang (Team Member)
* Francis Logarh (Team Member)
* Tunji Ademola (Team Member)
* Chase Jackson (Team Member)
* Jayleen (Team Member)
* Nooruldeen Al Azawi (Team Member)
* Muktadir (Team Member)
* Christopher Tetteh Nenebi (**New - Team Member**)
* Sally Acquaah (**New - Team Member**)

1. **Agenda**

* Introduction/Recap of Fall Workshop by Leads
* Planned GANTT Charts by Leads
* Upcoming Deadlines
* Open Forum
* Closing Remarks

1. **Main Points of Discussion**

* **Meeting Began** (**10:03am**)**:**  Kelvin opened the meeting by introducing the house to the Agenda for the day, and asking team members to introduce themselves so new team members could be acquainted.
* **(Dynamic Team Update**): Michael, lead for the dynamic team presented his updated 3 tier/layer structure for the dynamic team stating that he needed two (2) new team members for Layer 2 of the dynamic team model looking to be implemented. Dr. Sun Yi responded to his request by asking him to clarifying what skillsets he needed for the two new proposed roles. In response, Chandra requests Michael adds an additional hand to help him with the Controls and CAN scoring unit.
* (**Perception Team submission**): Hossam stated that he had basically split his team into 2 groups because of the nature of perception teams’ unit challenges this year considering that they might not need to do much on Radar configuration. He stated that one-half of the team will work on object detection and the other half will work on camera/lidar calibration. And also showed a URDF simulation of the vehicle.
* **(Electrical Team submission):** Abiodun started his stated that there would be changes in the electrical cabling design.
* **(Fall Kickoff Meeting Update):** Clement updated the house on the on proceedings at the 5-day Fall Kickoff event, stating that the team arrived and settled in at Michigan on Day1, then proceeded to attend sessions on Day2 and Day3, participated in Safety driving and Warren Tech Center tour on Day 4, and finally departing for Greensboro on Day5. He emphasized the main theme for the Clifton’s Strength keynote session on Day 2 “Full Engagement” as a mantra for this year’s A3 Team’s effort towards meeting milestones and winning awards.
* **Meeting Ended** (**10:59am**)**:** Kelvin moved the meeting to a close, stating that all teams should work on meeting all weekly deliverables from previous weeks before our next meeting.

1. **Conclusion**

* Teams need to begin breaking down deliverables for execution in Monday.com
* Teams need to upload documentation/code to A3 GitHub repository
* Teams need to integrate new members to workflow where applicable.

1. **Takeaways/Deliverables**

* All Teams are to review the sections of the rule book regarding their respective challenges for Year 4 and ensure Teams utilize provided resources in meeting deadlines
* All Teams are reminded to create GitHub repositories to help track deliverable (tasks and code)
* All teams are required to begin breaking down challenges into workable components with timelines which would then help making team GANTT charts in Monday.com.
* Team leadership needs to make sure new members are well integrated and oriented to their roles and tasks