**Minutes of General AutoDrive Meeting for 09/27/2024 - 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 27, 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 27, 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
* Sally Acquaah

1. **Agenda**

* Review/Reshuffle of current team structure
* Updates from Team Leads
* Open Discussion
* Closing Remarks

1. **Main Points of Discussion**

* **Meeting Began** (**10:00am**)**:** Kelvin opened the meeting by asking Team Leads to update the entire on new team structure updates and reshuffling initiatives.
* **Static Team Update** (**10:02am**):Clement, outlined the Static Team structure and updated the house details regarding how the coordination was going to work for the static Teams, especially regarding their designated challenges. He also stated that the meeting minutes had been made assessible on GitHub and that previous files from the previous years would also be hosted and made online as soon as possible, especially to new members.
* **Dynamic Team Update (10:10am**): Michael, lead for the dynamic team continued his presentation of his updated 3 tier/layer structure for the dynamic team repurposing team members to fill out the roles outlined for this year. Richard responded to his presentation by asking to clarify the role of **Vehicle Routing unit**. Chandra offered to help him to resolve challenges around what was expected of him, for the new role assigned.
* **Perception Team submission (10:25**): Hossam presented the team with 2 mapping options with regards to the **selection of venues** to aid the Perception team in developing mapping solutions for their challenges. He further stated that this will also help alleviate Tunji’s inquires about how to generate coordinate points once the venue was picked. To this Richard responded that he had generated all those points from the HDMAP he worked on last year, and that picking up last year’s solution would help speed up the Perception Teams work this year. Dr. Sun Yi concluded the Perception discussion by asking the team to pick a venue and then move on from that.
* **Safety (10:45):** Azeez reiterated that he had sent an email for updates to all units in relation to safety tasks and that he had received no feedback in response. He urged team leaders to keep his team in the Klopp for all affairs, adding that it would be good to include a safety tea member in all dynamic team meetings going forward to help keep track of safety related developments.
* **Simulation (10:50):** Kris stated that his team was already at work, and that they had began to develop a generalized model for the vehicle, upon which further refinements, specializations and enhanced models can be built as and when the need arose in tackling these years simulation tasks.
* **Update (10:55):** Kelvin emphasized the importance of updating the house on the progress of the software requirements and advised the dynamic team to incorporate this task into their workflow early on. This proactive approach would ensure that the software requirements are developed thoroughly and integrated smoothly into the overall project, reducing the risk of errors or oversights.
* **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.
* Old Documentation on previous challenges to be made assessable to team members

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.
* Meeting Minutes are available on GitHub and previous years documentation will be mad e available on Google Drive