

## Staff Meeting Minutes

Date: 11/14/2018 6:50-7:10pm

Location: Dubios rm19

Lead Person: Torki Alhaqqan

Minutes Recorder: Fawaz Almubark

In Attendance: All team members

### Executive Summary:

Today we had a meeting with our final design and getting approval for our design. Furthermore, having the PowerPoint slides done. And finally printing our prototype.

To accomplish:

- BOM for the prototype
- Prototype printing
- Getting approval for the design
- CAD/CAM completing
- Final proposal

### Individual task:

1. CAD/CAM -Torki
2. BOM -fawaz
3. Ordering new parts- barjes
4. Prototype printing- Mohammad
5. Final proposal- Humood

