

## Staff Meeting Minutes

Date: 11/15/2018 11:00am-12:00pm

Location: Dubios rm19

Lead Person: Torki Alhaqqan

Minutes Recorder: Fawaz Almubark

In Attendance: All team members and Zachary lerner

### Executive Summary:

Today our meeting with Zachary Lerner was to finalize our design and finalize our Spring Analysis. Furthermore, getting some concepts cleared.

To accomplish:

- Spring analysis
- PowerPoint slides
- BOM for the prototype
- Prototype printing
- Report final
- Ordering new parts

### Individual task:

1. Solidwork and BOM-Torki
2. Spring calculation (new for the design will choose)-fawaz
3. Final Report and PowerPoint - barjes
4. Prototype printing- Mohammad
5. Ordering torque sensor- Humood

