

Staff Meeting Minutes

Date: 11/20/2018 11:00am-12:00 pm

Location: ENGR bulding Rm214

Lead Person: Torki Alhaqqan

Minutes Recorder: Fawaz Almubark

In Attendance: All team members and Zachary Lerner

Executive Summary:

Today for our meeting with professor Zachary and Dr.Travis we finally have selected a final design to move forward with and have gotten an approval for it and have the spring analysis done with the spring selection we will be using an extension spring.

To accomplish:

- Solidwork final design
- Prototype printing by next week
- Ordering the spring
- PowerPoint 3 to be ready by thanksgiving
- Final report

Individual task:

1. Solidwork and choose a design-Torki
2. BOM (new for the design will choose)-fawaz
3. Ordering new parts- barjes
4. Prototype printing- Mohammad
5. PowerPoint 3 to getting all the information ready - Humood

