

## Staff Meeting Minutes

Date: 15/01/2019 5:50pm-6:10pm

Location: Dubios rm19

Lead Person: barjes alenezi

Minutes Recorder: Fawaz Almubark

In Attendance: Fawaz and Barjes present

### Executive Summary:

Today was our first staff meeting with Dr.Trevas was to finish up any new ordering parts remaining and setting individual assignments for each team member

#### To accomplish:

- Ordering new parts
- Simulation foot plate
- Simulation T-bar
- Re-write final proposal
- Website check

#### Individual task:

1. Spring analysis -Torki
2. Simulation T-bar -fawaz
3. Simulation Foot plate-barjes
4. website check- Mohammad
5. Ordering torque sensor- Humood