

## Staff Meeting Minutes

Date: 18/01/2019 2:00pm-3:00pm

Location: Engineering Building

Lead Person: Torki Alhaqan

Minutes Recorder: Fawaz Almubark

In Attendance: All Team members present and Zachary lerner

### Executive Summary:

Today we met with our client to clear up some pointers and about ordering our parts and which Bowden cable to use.

#### To accomplish:

- Ordering additional parts
- Simulation foot plate
- Re-write final proposal
- Website check
- Ordering spring

#### Individual task:

1. Ordering spring -Torki
2. simulation for foot plate -fawaz
3. Simulation Foot plate-barjes
4. Bowden cable- Mohammad
5. Ordering torque sensor- Humood