

## Staff Meeting Minutes

Date: 22/01/2019 5:50pm-6:00pm

Location: Dubios rm19

Lead Person: barjes alenezi

Minutes Recorder: Fawaz Almubark

In Attendance: All Team members present

### Executive Summary:

Today our meeting with Dr.Trevas to discuss our budget and going over our individual task that we completed and our meeting with Dr. Zackary lerner.

### To accomplish:

- Ordering new parts
- Re-write final proposal
- Website check
- Meeting with Zachry lerner
- Finalizing spring
- Get quote for protolabs

### Individual task:

1. Finalizing spring -Torki
2. Ordering protolabs -fawaz
3. Simulation Foot plate-barjes
4. website check- Mohammad
5. Ordering torque sensor- Humood