

minutes

[Meeting Title]			
5.29.2015		1:00	Arch Classroom
Meeting called by	Carlisle		
Type of meeting	Structuring		
Facilitator	Sayor		
Note taker	Sayor		
Timekeeper	Najnin		
Attendees	Sayor, Najnin, Chris, Hamida		
Finalize the area buildings utilizing "green" architecture			
45 mins	Sayor, Najnin		
Discussion	The researching for the "green" architecture is already done. We need to finalize the "green" architecture because it is due at the end of the period today. NAJnin and Chris will work on it and make sure it is ready to submit by the end of the period.		
Conclusions	The "green" architecture is done and ready to be submitted today at the end of the period.		
Action Items		Person Responsible	Deadline
Complete the area buildings utilizing "green" architecture		Najnin, Sayor	End of pd.
Start drawing Hand drawn sketches: Site plan			
45 mins	Hamida, Chris		
Discussion	The hand drawn sketches floor plans need to be done by June 2, end of the period, by Chris and Hamida		
Conclusions	The sketches are partially done and the rest will be completed next class.		
Action Items		Person Responsible	Deadline
Hand drawn sketches: floor plans		Hamida, Chris	June 2