

# minutes

[Meeting Title]		
5.18.2015	1:00	Arch Class
Meeting called by	Carlisle	
Type of meeting	Constructing	
Facilitator	Sayor	
Note taker	Sayor	
Timekeeper	Najnin	
Attendees	Chris, Najnin, Sayor, Hamida	
Plan bubble diagram sketches for Google drawings		
25 mins	Sayor, Hamida, Najnin	
Discussion	We need to finalize how the bubble diagram sketches will look like on paper first before we can start doing the final sketch on Google drawings.	
Conclusions	We finalized and came to an agreement on how the final bubble diagram sketch will look like. We will pass the design on to Chris so he can start to work on it in Google drawings.	
Action Items	Person Responsible	Deadline
Finish sketching bubble diagram on paper	Sayor, Hamida, Najnin	1:30
Make bubble diagram sketch on Google drawings		
50 mins	Chris, Najnin	
Discussion	The bubble diagram sketch needs to be done in Google drawings officially as our final piece so we could turn it in.	
Conclusions	Most of making the bubble diagram sketches on Google is done. The little bit that is left will be completed in the beginning of next class.	
Action Items	Person Responsible	Deadline
Make bubble diagram sketch on Google drawings	Chris, Najnin	May, 22
Individual project description		
30 mins	Sayor, Hamida	
Discussion	An individual project description needs to be completed by each member of this group and ready to submit. We will work on what that individual report will look like for everyone.	
Conclusions	We made a general format for the individual report.	
Action Items	Person Responsible	Deadline
Prepare general individual project description	Hamida, Sayor	End of pd.