

# minutes

Designing			
5.22.15	1:00	Arch Class	
Meeting called by	Carlisle		
Type of meeting	Planning and finalizing		
Facilitator	Sayor Khan		
Note taker	Hamida		
Timekeeper	Chris		
Attendees	Sayor, Hamida, Najnin, Chris		
Finalize the proposed design features			
35 mins	Sayor, Hamida		
Discussion	The researching and info gathering is done, Just format and fix the layout, and patch up the proposed design features. Get read to turn it in at the end of the class period		
Conclusions	The proposed design feature is completely done and ready to be submitted, The finalization is posted on the team leader, Sayor Khan's, website. Format and layout are all correct.		
Action Items		Person Responsible	Deadline
Fix and finish the proposed design features		Sayor, Hamida	End of pd.
Start green design features.			
35 mins	Najnin, Chris		
Discussion	Start to plan and organize the green design features for the report that is due next class. The report needs to be at least 1000 words, type write, 12 pt, font, double spaced, in binder with cover page.		
Conclusions	A lot of research has been done for the green design features. The formatting will be done next class and mainly everything else is done. Next class also talk about the oral report.		
Action Items		Person Responsible	Deadline
Start on the green design features		Najnin, Chris	May, 27 <sup>th</sup>