

minutes

Working			
5.27.2015		1:00	Arch Class
Meeting called by	Carlisle		
Type of meeting	Structuring and Progressing		
Facilitator	Sayor Khan		
Note taker	Sayor		
Timekeeper	Najnin		
Attendees	Chris, Hamida, Sayor, Najnin		
Green Design Features			
35 mins	Najnin, Hamida		
Discussion	Finalize the type written, 12 pt, Arial font, double spaced doc. It must be in a binder with a cover page with a Table of contents and reference page.		
Conclusions	Finished the Green Design and is ready to present to Carlisle and the class.		
Action Items		Person Responsible	Deadline
Research and Finish the Green design features report		Hamida	By end of pd.
Display the report		Najnin	By end of pd.
Research area buildings utilizing "green" architecture			
40 mins	Sayor, Chris		
Discussion	Start to prepare the report in the given format about the building area. References include the website and the book.		
Conclusions	Most research and layout is done. Next class we will do our final bit of research and put together all our ideas to form a report. We will also talk about how we will present the oral report.		
Action Items		Person Responsible	Deadline
Research and start on building area report		Chris, Sayor	May, 29 th