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| Trash Trolley Team 5thMeeting Agenda | | | | | | | | [Date] | | |
| [Time] | | |
| [Feb 7th, 2013] | | |
| **Leader:** Bader Alotaibi | | | |  | |  | | |  | |
| **Recorder:** Max Fulton-Manders | | | |  | |  | | |  | |
| **Project Planner:** | | | Justin Watase | |
| **Attendees:** Bader Alotaibi, Brian Gutierrez, Justin Watase, Max Fulton-Manders | | | | | | | | | | |
| **Advisor: Faryar Etesami** | | | | | | | | | | |
| Agenda Items | | | | | | | | | | |
| Topic | | | | | | | Responsible Person(s) | | | Time allotted |
|  | | | | | | | | | | |
| Information update and announcements | | | | | | | Leader | | | 3 min |
| Review action items from last meeting | | | | | | | Recorder | | | 3-5 min |
| Cart Designs | | | | | | | All | | | 5-10 |
| Concept and design evaluations | | | | | | | All | | | 3-5 min each |
| Design Selection | | | | | | | All | | | 10-20 min |
| Plan action items for next meeting(Assign Task) | | | | | | | All | | | 5-10 min |
| Summarize today’s meeting and action items | | | | | | | Recorder | | | 3-5 min |
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| Misc. Information | | | | | | | | | | |
| **Notes:** |  | | | | | | | | | |
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**Meeting Summary**

1. Group members present, date of meeting:

4. Reports on action items and discussions.
5. Decisions made if any.
6. Next meeting’s action items and plans.
7. Individual task assignments

Justin:

Max:

Brian:

Bader:

1. Next week’s team leader and recorder.