|  |  |
| --- | --- |
| 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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Misc. Information  |
| **Notes:**  |  |
|  |  |
|  |

**Meeting Summary**

1. Group members present, date of meeting:
2.
3.
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.