

Meeting Minutes

Begin time: 4:00

End time: 5:00

Location: Teams virtual

Group: Something Green

Attendees: Mr.Sikes
Miss. Huynh

Mr. Clifford
Mr.Alzuhairi

Mr. Alnounou

Absent: _____

Projected Cost

cc: Dr.Hess.

\$ 450

AGENDA: Meeting subject/purpose:

1. Choosing Team leader, budget officer and webmaster and Full team Decision.
2. Doing a Contract by the Team
3. Project name.
4. Block diagram and ideas for the project.
 - a) Grid or stand alone
 - b) Wireless or stand alone
 - c) User setup

MINUTES: (CAPTURE MAIN POINTS FOR EACH AGENDA ITEM)

1. Roles:
Team leader: Clifford Galli.
Budget officer: Suhail Alzuhairi
Webmaster: Abdulrahman Alnounou.
Project management: Kim Huynh.
We will be helping each other but each one is responsible for making sure their part gets done.
Kip will talk to Dr. Hess to follow up with the budget info.
2. Doing a Contract by the Team

Written by Clifford on OneDrive.
3. Project name.

Green lightening. 1 vote
Wintergreen. 3 votes
Green Force. 2 votes

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ACTION ITEMS:(due date, who, what)

- 2/14/21 Clifford Moderator: Create agenda for next meeting
- 2/15/21 Kim Recorder: Take Notes for next meeting

PARKING LOT ITEMS: (GOOD IDEAS TO INVESTIGATE OFF-LINE)

NEXT MEETING AGENDA: DATE: 2/15/2021, TIME: 4:00 PM, LOCATION: MICROSOFT TEAM