**Minutes - Nov. 23**

**Meeting Date:** November 23, 2016 **Recorder:** Peter

**Group members present:** Alina, Peter, Thom, Devroop

**Roles assigned:** Leader - Peter

Timekeeper - Thom

Facilitator - Alina

**Agenda item: making up ground for previously missed meetings**

**Discussion:**

Missed 2 or 3 team meetings due to a large portion (2+) members of the group being out of classes due to illness and personal issues. Need to make up ground since we were already behind to begin with

**Decision:**

The missed meetings weren’t too big of a deal because everyone still collected data or did other productive work for the group outside of class time. While all meetings should be attended by all members of the group, we got lucky in that this didn’t have too big of a negative effect on where we’re at.

**Agenda item: Carrying out surveys (of people)**

**Discussion:**

Surveys still need to be distributed and have their responses tallied.

**Decision:**

Should be completed before next class (Nov 25). We’re all pretty busy at this point of the year and distributing 20 surveys and then gathering all of the figures may take a bit longer than we expect. Nov 25 is a tentative date, but we do not expect to be done much later than that.

**Agenda item: Carrying out surveys (of the building)**

**Discussion:**

Completed our observational studies of Clearihue and its occupancy patterns. Now what needs to be done is for us to bring all of our information together, analyze it, and then see in what direction the evidence points to.

**Decision:**

This will definitely be completed before next class. Since we all already have our observational reports, this is just a matter of analysis.

**Tasks:**

1. Prepare for the final report