**Minutes - Nov. 17**

**Meeting Date:** November 17, 2016 **Recorder:** Alina

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

**Roles assigned:** Leader - Peter

Timekeeper - Thom

Facilitator - Alina

**Agenda item: Report topic**

**Discussion:**

We need to choose a proposal to implement based on the potential effectiveness and the amount of data needed to research it.

**Decision:**

Since David Adams’ answers are about campus buildings, we decided to go forward with the *Clearihue proposal* by Thom and Alina.

**Agenda item: Milestone 3 (due Sun.)**

**Discussion:**

Milestone 3 is the revised Background and Need Statement from our chosen proposal (see Coursespaces).

**Decision:**

Alina will refine and add IEEE citations to Background and Need Statement from Thom and Alina’s proposal.

**Agenda item: Progress report (presentation) (due Mon.)**

**Discussion:**

The progress report is an 8-10 min. presentation (see Coursespaces).

**Decision:**

We’ll work on it online, since everyone in the group is busy over the weekend.

1. Start filling in sections for Final Report using the Word template & proposal.
2. Base slides off the report using the Powerpoint template (see Coursespaces for presentation structure).
3. Decide who will present which slides.

**Agenda item: Work completed**

**Discussion:**

How to perform additional research to answer (some of) our research questions.

**Decision:**

* David Adams sent some data on campus buildings (posted on Coursespaces).
* Go to Clearihue in person and count the lights, etc. and extrapolate based on number of classrooms per floor
* Email UVic for floorplan, computer lab policies, etc.

**Tasks:**

1. Finish Milestone 3 and hand in - Alina
2. Gather info from Clearihue in person - everyone
3. Work on report & slides using info from David Adams etc. - everyone

**Date of next meeting: Monday, Nov. 21**