# Recorder’s Document

**Meeting Date:** November 3, 2016 **Recorder:** Alina

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

**Roles assigned:** Leader: Thom

Timekeeper: Devroop

Process facilitator: Alina

**Agenda item: Team formation**

**Discussion:**

We discovered that one of our original team members left the course and had another team member join us.

**Decision:**

Peter is now part of our group, making a team of 4 again.

**Action:**

Thom will add Peter to our Facebook group chat.

**Agenda item: Project topic**

**Discussion:**

We discussed the various proposal topics: Thom & Alina’s Clearihue energy consumption proposal, Devroop’s outdoor campus lighting proposal, and Peter’s solar energy proposal.

**Decision:**

We haven’t chosen a proposal to implement, but we agreed to focus our study on one campus building.

**Date of next meeting:** November 7, 2016 (Monday)