| MEETING MINUTES | |
|---|---|
| **Project Name** | SK Trails |
| **Meeting Name** | Design Selection Overview |
| **Meeting Facilitator** | Dmytro Stepaniuk, Kamran Aqeel and Grant Zhao |
| **Meeting Details** | Date: September 12, 2024 (12:46-1:02pm) CL 408 |
| **Meeting Invitees** | All of us |

**Minutes:**

| Topic | Summary of Discussion/Decision |
|---|---|
| [Description of the agenda item] | [Contains a summary of the meeting discussion and any decisions that were made. Action items resulting from this topic will be recorded in the Action Items area below.] |
| ● Designs overview and selection | ● Presented each other our sketches and designs, and selected the best one, and determined what else should be included in that design.<br>● Furthermore, we discussed the platforms and tools we would use to develop the final design and additional charts (such as the gantt chart). |

**Action Items:**

| Description of Action | Assigned to | Date Required |
|---|---|---|
| [Description of the action to be taken following the meeting] | [Name of the person assigned to this action item] | [The date that this action should be completed] |
| ● Implement the chosen design and use online tools to develop final design and create other charts | All members | November 26, 2024 |