T13Hide Meeting Minutes

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| --- | --- | --- |
| **Location:** Online | **Date:** 2022-02-03 | 8:30am – 10:30am |

|  |  |
| --- | --- |
| **Present** | <Russell>, Jason, Elijah, Melissa, Samuel, Nikhil |
| **Regrets** | N/A |
| **Absent** | N/A |

# Agenda

*-Attendance Taken.*

*-review client meeting information*

*-Review Needs statement and make changes*

*-Concepts, objectives, constaints brainstorming*

*-go-no go chart for concepts*

## Report on Open Action Items

* *Floor plan complete*
* *Excel planner finished*
* *Need statement finalized*

## Current Business

* First CAD of design
* Objective ranking
* Go – no go chart
* Decision matrix
* Incorporate concepts into CAD and add to excel planner if not there

## Next Scheduled Meeting

* At the next Thursday meeting Melissa will preside as chair.

# Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item** | **Responsible** | **Assigned** | **Due** | **Status (date complete)** |
| Complete objective ranking | Everyone | 2022-02-03 | 2022-02-10 |  |
| Complete decision matrix | Everyone | 2022-02-03 | 2022-02-10 |  |

*Note: Entries should stay in the table until completed. Copy incomplete action items from the previous Minutes.*