T13-10 Meeting Minutes

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| **Location:** ACEB2435 | **Date:** 2022-03-03 | 8:30am – 10:30am |

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| **Present** | <Russell>, Nikhil, Jason, Melissa, Samuel, Elijah |
| **Regrets** |  |
| **Absent** |  |

# Agenda

Team check in – Instructor feedback and discussion

## Report on Open Action Items

* Completed instructor review slides (Everyone)
* Brainstormed design prototype changes (Everyone)
* Brainstormed questions for client meeting 4 (Everyone)
* Decided on floor plan shape and window location (Samuel, Elijah)
* Revised Gantt chart with constructive critique (Melissa, Elijah)

## Current Business

* Team check in with TA, Discuss suggested changes and decide whether or not to implement them
* Design Review, planning updates, start iteration work
* Project plan report, Gantt chart analysis and changes, discuss scope, risk assessment, and reflection

## Next Scheduled Meeting

* 03-10-2022 8:30-10:30 studio
* Chair – Nikhil Arora

# Action Items

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| **Action Item** | **Responsible** | **Assigned** | **Due** | **Status (date complete)** |
| Complete project plan report | Everybody | 03-03-2022 | 03-11-2022 |  |
| Discuss ideas and finalize exterior wall and window design of CAD | Everyone -Elijah | 03-03-2022 | 03-10-2022 |  |
| Discuss and finish exact plan for space in roof for bird nesting | Everyone - Elijah | 03-03-2022 | 03-10-2022 |  |

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