Meeting minutes Red Things Inc. / Experts R Us

Date: August 31, 2017

Time: 11:20am

Place: Experts R US office room 101

Attendees:

* Anderson – Technical expert – Experts R US
* Justine – Design Specialist – Red Things Inc.
* Mr. Pulis – Business Manager – Experts R US
* Sandra – Business Manager – Red Things Inc.
* Walter – Project Manager – Experts R US
* Philip – Scribe – 3rd Party

Subject: Drawing lines

Items discussed:

* 7 lines must be drawn, all of them perpendicular to each other.
* 2 of these lines must be red
* 2 of these lines must be green
* The rest of the lines are transparent

Decisions:

* Experts R US will draw 7 perpendicular lines for Red Things Inc. 2 of these lines will be red, 2 of them will be green and the rest will be transparent.

Action Items:

* Anderson / Open / Sept 7th
  + Draw 7 perperdicular lines – 2 red, 2 green, 3 transparent

Follow up:

* Business meeting to inflate a balloon in 1 week.