# **Agenda - *Design Project B Team 12***

| **Date of Meeting:** <DD/M/YYYY> | **Location:** **Chair:** |
| --- | --- |
| **Minutes Prepared By:** |  |
| 1. Purpose of Meeting | |
|  | |
|  | |

|  |
| --- |
| 2. Agenda |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

| 4. Items that need a decision *(check indicates handled)* |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |