Meeting Date: 2023-10-13

Meeting Time: 11:27 to 14:27

Attended By:

John Doe  
Jane Smith  
Mary Green

|  |  |  |
| --- | --- | --- |
|  | *<insert main header here>* | |
| **Agenda** | **Deadline** | **Person-In-Charge** |
| Research the implementation costs of the green features within two weeks | October 16th | Jane and Mary Green |
| Find suitable vendors for the green features | NA | John |