Meeting Date: 2023-10-13

Meeting Time: 11:27 PST to 14:27 PST

Attended By:

John Doe, Design Lead  
Jane Smith, Designer  
Mary Green, Designer

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|  | *<insert main header here>* | |
| **Agenda** | **Deadline** | **Person-In-Charge** |
| Jane and Mary to research implementation costs within two weeks |
| John to look into finding suitable vendors for the green features |