Meeting Date: 2023-10-13

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

Attended By:

John Doe  
Jane Smith  
Mary Green

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|  | *<insert main header here>* | |
| **Agenda** | **Deadline** | **Person-In-Charge** |
| Jane presented her concept, which included maximizing natural light and ventilation, using renewable energy sources, such as solar panels and wind turbines, utilizing sustainable materials, such as recycled wood and bamboo, and incorporating water conservation features, such as rainwater harvesting and low-flow toilets. | October 16th | Jane Smith and Mary Green |
| To further investigate the cost of these green features, Jane and Mary Green were assigned to research the cost of implementing the proposed green features within two weeks. | October 16th | Jane and Mary Green |
| John took responsibility for researching vendors who could provide these green features and updated the team by October 16th. | October 16th | John |