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** |
| Developed the green building design concept. | NA | Jane Smith |
| Research the cost of implementing green features and provide an update in two weeks. | 2 weeks | Mary Green |
| Research vendors who can provide green features and provide an update by October 16th. | October 16th | John Doe |