

## **FIRST PROJECT MEETING AGENDA (example)**

Project: Design of a Solar Trough Collector

Date: 10/7/1425 H

Time: 1:00 PM

Place: 1C 45

1. Introductory remarks -- announcements
2. Review Project Definition Sheet
3. Identify promising solution paths
4. Assign tasks
  1. Group
    1. continue information gathering
    2. take refined definition back to the company and iterate
    3. draw a 6 week timeline for the project ending at the Preliminary Design Presentation
    4. each member generates 5 possible solutions; group selects 3 best
  2. Individual
    1. collection and summary of selected solutions
    2. minutes
    3. next agenda