

## Meeting No.4 – Planning and Coordination for Future Events

Today is a planning and design meeting that will lead into a construction project next Friday.

Your mission is to plan how you are going to make a scale model of Payap university.

Next Friday you will be making the model during which you can use anything you like to build it.

This week you will have to plan how you are going to proceed and coordinate who brings what next week. The only items I will provide next Friday are a sheet of polystyrene foam and a pair of scissors.

Next week there will be a different chairman. Before you finish today's meeting you must decide who will be the chairman and secretary and create a list of goals for next week.

You have until 15:50 to complete this meeting. Good luck.