**Minutes of Meeting #1 – 9/10/2018**

**Chairperson:**  *Andrew*

**Minute Taker:** *Gursimar*

**Present:**  *Andrew, Gursimar*

**Apologies: N/A**

**Absent (no apology received): N/A**

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| **Agenda**  **Item** | **Description *– include a heading for each item recorded and a brief summary of the discussion.*** | ***Include the following four points:***   1. ***Action*** 2. ***Person responsible*** 3. ***Date action is to be completed*** |
| 1. | **Appointment of chairperson and recorder**  *Andrew* was appointment chairperson for today while me G*ursimar* was the minute taker |  |
| 2. | We went over our ideas and thoughts on what we would be doing for our project, we did have a few ideas, but we decided to go with Johns robot project.    Discord group was created where we can easily message one another and discuss our plans and whatever for our project.  *(Discord is an online messaging platform)* | 1. Topic idea 2. Team 3. Completed on the 9th |
| 3. | Date and time of next meeting | **11/10/2018** |
| 4. | Close meeting: Record date and time the meeting closed | Session ended:  **9/10/2018 2pm – 5pm** |