**Minutes of Meeting #2 – 11/10/2018**

**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. | **Review of previous minutes and actions** |  |
| 3 | Started work on our Gantt chart and working out when and what we will need done over our project until our presentation on Tuesday (16th October) and the rest of our project including our proposal document.  Did more work on our project and our ideas on what we are planning on doing with also some discussion on our own work. | **Gantt Chart**   1. Creating the chart 2. Andrew 3. Finished on the 11th (changes will be made as project continues)   **Presentation**   1. Creating presentation 2. Gursimar 3. Finished by Monday day prior to presenting 15th |
| 4 | Date and time of next meeting | **18/10/2018** |
| 5 | Close meeting: Record date and time the meeting closed | Session Ended:  **16/10/2018 2pm – 5pm** |