**Minutes of Meeting #3 – 16/10/2018**

**Chairperson:**  *Gursimar*

**Minute Taker:** *Andrew*

**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**  G*ursimar* was appointment chairperson for today while me *Andrew* was the minute taker |  |
| 2. | **Review of previous minutes and actions** |  |
| 3 | Watched presentations and compared to our own in an effort to improve ours.  Talked about proposal specifics – Introduction and Lit Review/Application comparison | **Introduction**   1. Write intro 2. Andrew 3. Finished by the 29th   **Lit Review/App Comp**   1. Write app comparision 2. Gursimar 3. Finished by the 29th |
| 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 4:30 pm** |