**Minutes of Meeting #4 – 18/10/2018**

**Chairperson:**  *Andrew*

**Minute Taker:** *Gursimar*

**Present:**  *Andrew, Gursimar*

**Apologies: N/A**

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

|  |  |  |
| --- | --- | --- |
| **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**  Andrewwas appointment chairperson for today while me *Gursimar* was the minute taker |  |
| 2. | **Review of previous minutes and actions** |  |
| 3 | Gathered some footage from the rover to work on the neural network.    Brainstorming the risks, we could encounter in our project | **Using Footage**   1. Neural network 2. Andrew 3. Finished by the November   **Risks for our proposal**   1. Risks 2. Gursimar 3. Finished by the 29th |
| 4 | Date and time of next meeting | **25/10/2018** |
| 5 | Close meeting: Record date and time the meeting closed | Session Ended:  **23/10/2018 3:00 pm** |