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

**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**  Andrewwas appointment chairperson for today while me *Gursimar* was the minute taker |  |
| 2. | **Review of previous minutes and actions** |  |
| 3 | Had more discussion regarding our proposal to make sure we were on plan and on the right track. Did some more brainstorming and made it clear who was doing what as we changed a few tasks around. | **Proposal Discussion**   1. Proposal Work 2. Team 3. Finished by the 29th |
| 4 | Date and time of next meeting | **30/10/2018** |
| 5 | Close meeting: Record date and time the meeting closed | Session Ended:  **25/10/2018 12:30** |