**Minutes of Meeting #7 – 30/10/2018**

**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**  *Gursimar* was appointment chairperson for today while me *Andrew* was the minute taker |  |
| 2. | **Review of previous minutes and actions** |  |
| 3 | **Watched the final proposal presentations**  Discussed whether the presentations from other teams have useful stuff to include in our own project  **Discussed status on Project**  Talk about our individual tasks and our status on them | **Proposal Discussion**   1. Proposals 2. Both 3. 1-Nov-18   **Project Status**   1. Andrew/Gursimar task updates 2. Both 3. 1-Nov-18 |
| 4 | **Date and time of next meeting** | **1-Nov-18 11:30** |
| 5 | Close meeting: Record date and time the meeting closed | Session Ended:  **30/10/2018 17:00** |