**Minutes of Meeting 1:** *2.30 p.m. on 15th May 2018 at MIT Manukau Campus room-127*

**Chairperson:**  *Wijekoon Somasiri (170001510)*

**Minute Taker:** *Herath Premarathne (170001825)*

**Present:**  *Wijekoon Somasiri, Herath Premarathne*

**Apologies:** *None*

**Absent (no apology received):** *None*

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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**  Wijekoon was appointed to chair the meeting and Herathwas appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions**   1. Team was formed 2. Discussed possible project ideas and finalized to continue on the Driver safety and drowsiness detection system 3. Got confirmation to proceed with the project idea by Fadi Fayes 4. Submission of template project proposal |  |
| 3 | **Agenda items** |  |
| 1. Research on existing driver drowsiness systems | ***Action:*** Both team members must research on existing systems  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 19th May 2018 |
| 1. Documentation of topic/description/problem description in the final project proposal document | ***Action:*** Wijekoon should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon  ***Date to be completed:*** 21st May 2018 |
| 1. Documentation of solution and research question in the final project proposal document | ***Action:*** Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Herath  ***Date to be completed:*** 21st May 2018 |
| 1. Documentation of measurable organizational values in the final project proposal document | ***Action:*** Wijekoon should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon  ***Date to be completed:*** 21st May 2018 |
| 1. Documentation of scope (aim and objectives) in the final project proposal document | ***Action:*** Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Herath  ***Date to be completed:*** 21st May 2018 |
| 1. Documentation of literature review in the final project proposal document | ***Action:*** Herath and Wijekoon should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Herath  ***Date to be completed:*** 21st May 2018 |
| 4 | Date and time of next meeting  4.00 p.m. on 22nd May 2018 |  |
| 5 | Close meeting: Record date and time the meeting closed  3 p.m. on 15th May 2018 |  |