**Minutes of Meeting 1:** *4.00 p.m. on 22nd 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. Research on existing driver drowsiness systems 2. Documentation of topic/description/problem description in the final project proposal document 3. Documentation of solution and research question in the final project proposal document 4. Documentation of measurable organizational values in the final project proposal document 5. Documentation of scope (aim and objectives) in the final project proposal document 6. Documentation of literature review in the final project proposal document |  |
| 3 | **Agenda items** |  |
| 1. Documentation of software development methodology | ***Action:*** Wijekoon and Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 27th May 2018 |
| 1. Documentation of Risk Management | ***Action:*** Wijekoon and Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 27th May 2018 |
| 1. Documentation of the design of the proposed system | ***Action:*** Wijekoon and Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 27th May 2018 |
| 1. Create the Gantt chart | ***Action:*** Wijekoon and Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 27th May 2018 |
| 1. Create the Work Breakdown Structure (WBS) | ***Action:*** Wijekoon and Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 27th May 2018 |
| 1. Prepare the presentation slides | ***Action:*** Wijekoon and Herath should complete the allocated task in the project proposal documentation  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 27th May 2018 |
| 4 | Date and time of next meeting  5.00 p.m. on 29th May 2018 |  |
| 5 | Close meeting: Record date and time the meeting closed  4.45 p.m. on 22nd May 2018 |  |