**Minutes of Meeting 06** 11.30am **-**20/06 *+ Manukau Campus*

**Chairperson:**  Sanjit

**Minute Taker:** Cara

**Present:**  Sanjit, Cara

**Apologies:** Krishal – not well.

**Absent (no apology received):**

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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**  *Sanjit* was appointed to chair the meeting and *Cara* was appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions** | Cara has created ERD and got approval from Fadi, created DB on Azure, created tables on DB.  Sanjit and Krishal have worked on their Use Cases. |
| 3 | **DB Tables to be populated** | To be done by Cara |
| 4 | **App to be completed** | To be done by Cara |
| 5 | **Use Cases** | To be done by Sanjit and Krishal |
| 6 | **Report and Presentation** | To be done by Sanjit and Krishal |
| 4 | Date and time of next meeting | 25/06 at 2.30pm |
| 5 | Close meeting: Record date and time the meeting closed | 20/06 2pm |