**Minutes of Meeting 1** *+ 1.00pm 16/05 + MIT*

**Chairperson:**  Krishal

**Minute Taker:** Cara

**Present:**  Krishal, Cara, Sanjit

**Apologies: --**

**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**  *xx* was appointed to chair the meeting and *yy* was appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions** |  |
| 3. | Draft Objectives, methodology and resources part of proposal. | To be done by Cara by 19/05. |
| 4. | Draft issue/opportunity, Scope and question part of proposal. | To be done by Krishal by 19/05. |
| 5. | Draft remaining sections of proposal. | To be done by Sanjit by 19/05. |
| 6. | To hand in final proposal on Canvas by 20/05. | To be done by Krishal by 20/05. |
| 4 | Date and time of next meeting | 21/05 at 3.30pm |
| 5 | Close meeting: Record date and time the meeting closed | 16/05 at 2pm |