**Minutes of Meeting 4** *+ 4.00pm 04/06 + MIT*

**Chairperson:**  Krishal

**Minute Taker:** Cara

**Present:**  Krishal, Cara, Sanjit

**Apologies: --**

**Absent (no apology received):** --

|  |  |  |
| --- | --- | --- |
| **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**  *Krishal* was appointed to chair the meeting and *Cara* was appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions** | Proposal components completed.  Introduction, Methodology and Resources done by Cara.  Lit Review and rest done by Sanjit and Krishal. |
| 3. | **Presentation Slides** | Reformatting of slides to be completed by Cara.  Design/Diagram slides to be completed by Cara.  Rest to be done by Sanjit and Krishal. |
| 4. | **Prototype Development** | To be started by Cara. |
| 5. | **Use Cases, Tables and Activity Diagrams** | To be done by Krishal and Sanjit |
| 4 | Date and time of next meeting | 13/06 12pm |
| 5 | Close meeting: Record date and time the meeting closed | 04/06 at 4.45pm |