**Minutes of Meeting: 11.20 am-13-06/2019- Manukau Campus**

**Chairperson:**  **Cara**

**Minute Taker: Sanjit**

**Present:**  **Cara and Sanjit**

**Apologies: We Communicate with Krishal through messenger as he is not coming because he was sick, but we did Communicate with Krishal through Facebook.**

**Absent (no apology):**

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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**  **Cara was appointed to chair the meeting and Sanjitwas appointed to take minutes of this meeting.** |  |
| 2. | **Review of previous minutes and actions.** | **Data Objectives, resources part of proposal done by Cara.** |
| 3 | **Agenda 1** | **I have discussed with Fadi how to create Use Case design and table as he shown me another student Table, which was good so, I can get the Idea. What needs to be done.** |
| 4 | **Remaining part** | **Cara and I decided that, I am going to do Front Desk use case Design/Table and House keeper design/Table.** |
| 5 | **Agenda 2** | **Krishal is doing Management and Admin as we both told him over the Facebook and happy with as our group has good understanding with each other.** |
| 5 | **Date and time of next meeting** | **18/06/2019**  **2pm** |
| 6 | **Close meeting: Record date and time the meeting closed** | **13/06/2019**  **12.30 pm** |