**Minutes of Meeting: 2.10 pm am-21-05/2019- Manukau Campus**

**Chairperson:**  **Cara**

**Minute Taker: Sanjit**

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

**Apologies: We communicate through messenger with Krishal over the phone and didn’t come because he was quite sick.**

**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 and methodology done by Cara.** |
| 3 | **Agenda 1** | **Describe the opportunity and issue of the proposal?**  **Done by Kirshal and Cara.** |
| 4 | **Remaining part** | **Research about Risk Management and what research are we going to do?** |
| 5 | **Agenda 2** | **What software methodology will be used and why and risk?**  **Done by Krishal and Sanjit.** |
| 5 | **Date and time of next meeting** | **28/05/2019**  **3.30 pm** |
| 6 | **Close meeting: Record date and time the meeting closed** | **21/05/2019**  **3.30pm** |