**Minutes of Meeting #** *10:00am, 27th October 2018, MIT Location*

**Chairperson:**  Kunal

**Minute Taker:** Suraj

**Present:**  Kunal, Suraj

**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**  Kunal was appointed to chair the meeting and Surajwas appointed to take minutes of this meeting. |  |
| 2. | **Discussion on Idea proposal**: Worked on formatting and updating our document. | 1. Discussion 2. Suraj, Kunal 3. 27th October |
| 3 | Next Meeting: 28th October 2018, 10:00am |  |
| 4 | Close meeting: 2:00pm, 27th October 2018 |  |