**Minutes of Meeting # 2 PM – 7 PM #** *15/10/2018 # MIT,Manukau*

**Chairperson:**  Sushil Cherian

**Minute Taker: Jithin**

**Present:**  All Present

**Apologies: NA**

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

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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**  *SUSHIL CHERIAN* was appointed to chair the meeting and *JITHIN VARGHESE* was appointed to take minutes of this meeting. | 1 |
| 2. | **Review of previous minutes and actions**  Got approval for the proposed Idea from Dr.Fadi. | NA |
| 3 | **Agenda item 1**  1.Preparing the power point.  2.Reserch on Alzheimer.  3.Researching and Preparing MOV with respect to Alzheimer.  4. Discussion and Preparing the project management plan.  **Agenda item 2**   1. Researching and Preparing the scope of the project. 2. Researching and Preparing Aim and Objectives, stakeholder. 3. Researching and Preparing Software methodology and technology to be used. 4. Researching about the exiting Alzheimer’s mobile applications. | 2.Sushil Cherian  2.Jithin varghese |
| 4 | Date and time of next meeting  17/10/2018 | 1 |
| 5 | Close meeting: Record date and time the meeting closed | 15/10/2018 # 8 PM |