**Minutes of Meeting # 10 PM – 5 PM #** *17/10/2018 # MIT,Manukau*

**Chairperson:**  Jithin Varghese

**Minute Taker: Sushil Cherian**

**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**  *Jithin Varghese* was appointed to chair the meeting and *Sushil Cherian* was appointed to take minutes of this meeting. | 1 |
| 2. | **Review of previous minutes and actions**  We analysed our presentation and suggestions from Dr. Fadi | 1 |
| 3 | **Agenda item 1**   1. Create Repository in Github and learn about it 2. Researching DSM5 Alzheimer Screening category 3. Researching on Alzheimer Screening methods 4. Discuss with Dr. Fadi about the questions we have formatted, through email and suggestions need to be studied. | 2.Sushil Cherian  2.Jithin Varghese |
| 4 | Date and time of next meeting  18/10/2018 | 1 |
| 5 | Close meeting: Record date and time the meeting closed | 17/10/2018 # 6:15 PM |