**Minutes of Meeting # 6 PM – 7 PM #** *9/10/2018 # 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**  This was our first meeting. | NA |
| 3 | **Agenda item 1**    Selecting the team leader and mail to Dr.Fadi regarding the team and idea Template of the project. | 2.Sushil Cherian |
| 4 | Date and time of next meeting  15/10/2018 | 1 |
| 5 | Close meeting: Record date and time the meeting closed | 9/10/2018 # 7.30PM |