**Minutes of Meeting #**  *18 Oct 2018, MIT Manukau*

**Chairperson:**  Binby Babu - 170009247

**Minute Taker:** Nithin Prasannakumar - 170010953

**Present:**  All

**Apologies:** NA

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

|  |  |  |
| --- | --- | --- |
| **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**  *Binby Babu* was appointed to chair the meeting and *Nithin Prasannakumar* was appointed to take minutes of this meeting. | 1 |
| 2. | **Review of previous minutes and actions –** Project Idea PPT presentation completed. | 1 |
| 3 | **Agenda item 1 –** Project proposal document making and divide the work and proposal documents submission. | 2 – Binby Babu  2 – Nithin Presannakumar |
| 4 | Date and time of next meeting – 23 Oct 2018, 2.00 PM |  |
| 5 | Close meeting: Record date and time the meeting closed – 18 Oct 2018, 2.30 PM |  |