**Minutes of Meeting #**  *13:00-13:15, 18 October 2018*

**Chairperson:**  Fadi Fayez

**Minute Taker:** Ella T. Mampusti

**Present:**  Raymund Herradura, Ella Mampusti, Mohit Shretsha

**Apologies:** Omar Ibrahim, personal errand

**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**  Fadi was appointed to chair the meeting and *Ella* was appointed to take minutes of this meeting. |  |
| 2. | Use SCIDS and MSQ combined |  |
| 3 | Score will be combined after the questionnaire |  |
| 4 | Date and time of next meeting | 23/10/2018 |
| 5 | Close meeting: Record date and time the meeting closed |  |