**Minutes of Meeting #**  *14:30-14:40, 18 October 2018*

**Chairperson:**  Fadi Fayez

**Minute Taker:** Ella T. Mampusti

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

**Apologies:**

**Absent (no apology received):**

|  |  |  |
| --- | --- | --- |
| **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 6-CIT  MSQ is changed because there is no way to validate the answers |  |
| 3 | Application | 1. Proceed with the app 2. Ella |
| 4 | Timer – if there are no available studies regarding the timer, use 15 seconds recommended by Fadi | 1. Research for the timer 2. Ella |
| 5 | Date and time of next meeting | 25/10/2018 |
| 6 | Close meeting: Record date and time the meeting closed |  |