**Minutes of Meeting : 10 am/***20/10/2018 + MIT Manukau*

**Chairperson:**  Ciby

**Minute Taker: Jainu george**

**Present:**

**Apologies:**

**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**  Ciby was appointed to chair the meeting and *Jainu* was appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions** |  |
| 3 | **Agenda item 1**  Ciby workrd on database and I helped him when he stuck. |  |
| 4 | Date and time of next meeting. We decided to meet on 27/10/2018 |  |
| 5 | Close meeting: 4 pm |  |