**Minutes of Meeting # 1 14/5/2019**

Meeting for making group and selection of the topic

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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. | **Firstly we made a group of three members and discussed different topics to make a project for the hot topic.** | Amal,kirpal,Tapan |
| 2. | **Then with the help of the supervisor Fadi we have decided to make a Student hub website for the MIT.** | Amal,Tapan,Kirpal |
| 3 | **Then we discussed our ideas about the website. Which ideas we can add in this website** | Amal,Tapan,Kirpal |
| 4 | Our next meeting is decided for Next Tuesday | Amal,Tapan,kirpal |
| 5 | Close meeting: we have close our meeting at 2.30pm |  |

**Minutes of Meeting # 2 21/05/2019**

Meeting for making group and selection of the topic

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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. | **Firstly we made a group of three members and discussed different topics to make a project for the hot topic.** | Amal,kirpal,Tapan |
| 2. | **Then with the help of the supervisor Fadi we have decided to make a Student hub website for the MIT.** | Amal,Tapan,Kirpal |
| 3 | **Then we discussed our ideas about the website. Which ideas we can add in this website** | Amal,Tapan,Kirpal |
| 4 | Our next meeting is decided for Next Tuesday | Amal,Tapan,kirpal |
| 5 | Close meeting: we have close our meeting at 2.30pm |  |

**Minutes of Meeting # 3**  *28/05/2019 2.00pm to 5.00pm*

**Chairperson: Amal**

**Present:**  All members are present

Listen lecture and Share ideas about our report

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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. | **Attend the Fadi’s lecture about the Literature report** | Amal,Kirpalpreet,Tapan |
| 2. | **Also preparing the things explain in the Next presentation** | Amal,Kirpal,Tapan |
| 3 | **Focus on the Literature which we needed for our website and share ideas to each other** | Amal,kirpal,Tapan |
| 4 | Date of Next meeting is 23/5/2019 |  |
| 5 | Close meeting: 5.00pm |  |

**Minutes of Meeting # 4** *04/06/2019 2.00pm to 5.00pm*

**Chairperson: Amal**

**Present:**  All members are present

Listen lecture and Share ideas about our report

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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. | **Attend the Fadi’s lecture about the Literature report** | Amal,Kirpalpreet,Tapan |
| 2. | **Also preparing the things explain in the Next presentation** | Amal,Kirpal,Tapan |
| 3 | **Focus on the Literature which we needed for our website and share ideas to each other** | Amal,kirpal,Tapan |
| 4 | Date of Next meeting is 23/5/2019 |  |
| 5 | Close meeting: 5.00pm |  |

**Minutes of Meeting # 4** *11/06/2019 2.00pm to 5.00pm*

**Chairperson: Amal**

**Present:**  All members are present

Listen lecture and Share ideas about our report

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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. | **Attend the Fadi’s lecture about the Literature report** | Amal,Kirpalpreet,Tapan |
| 2. | **Also preparing the things explain in the Next presentation** | Amal,Kirpal,Tapan |
| 3 | **Focus on the Literature which we needed for our website and share ideas to each other** | Amal,kirpal,Tapan |
| 4 | Date of Next meeting is 23/5/2019 |  |
| 5 | Close meeting: 5.00pm |  |

**Minutes of Meeting # 6** *18/6/2019 2.00pm to 5.00pm*

**Chairperson: Amal**

**Present:**  All members are present

Listen lecture and Share ideas about our report

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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. | **Attend the Fadi’s lecture about the Literature report** | Amal,Kirpalpreet,Tapan |
| 2. | **Also preparing the things explain in the Next presentation** | Amal,Kirpal,Tapan |
| 3 | **Focus on the Literature which we needed for our website and share ideas to each other** | Amal,kirpal,Tapan |
| 4 | Date of Next meeting is 23/5/2019 |  |
| 5 | Close meeting: 5.00pm |  |