**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

Minutes of group 5 meeting held on 9th August, 2010, in Room N423, Level 4, Central Institute of Technology commencing at 09:05a.m.

**PRESENT**

Christine (Manager)

Elizabeth

Kristen

Radha (Chairperson)

Reymon

Roshni

**APOLOGIES**

NIL

**MINUTES OF PREVIOUS MEETING**

Minutes of the previous meeting were distributed to team members and they were accepted as read.

**MATTERS ARISING FROM PREVIOUS MINUTES**

NIL

**AGENDA** **ITEMS**

1. Team Progress

Progress of each team member was discussed

Kristen and Reymon would collect the advertisements by 10th August

Elizabeth had collected information for her article through interviews and questionnaire.

Roshni had collected three advertisements, two classifieds and had prepared the draft for the article.

Radha had collected three advertisements and two classifieds.

1. Feedback from Manager

Manager asked the group members to prepare deadlines for submission of articles and advertisements within the group

1. Appropriate advertisement

Radha raised doubts about advertisement related to a pub which was accepted by the Manager.

Manager advised that the advertisement should be relevant and directed to the students of the institute.

Manager accepted the advertisements relating to Coffee shops, Hotels and Accessories shop.

**Other Business**

There was no other business to be discussed at the meeting.

**DATE OF NEXT MEETING**

The date of next meeting was not decided..

**CLOSE OF MEETING:** 09:25 a.m.

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**Chairperson Date**