**Project:** Group Project 05 **Meeting**: Informal meeting **Persons present:** Missing Tim, David **Circulation list:** All project members  
**Author:** Oliver  
**Date of Minutes:** 10th November 2015  
**Version:** 1.0

**Matters arising**

* Spike work must be completed on time, please push work to GitHub when possible
* **Timesheets** – this is still a problem. Backdate and push to repo ASAP.

**New business**

* Rename timesheet folders to Y-M-D format
* David must speak with Nigel regarding manager only access to TaskerMAN, and also the deletion of tasks

**AOB**

* Thursday meeting proposal. To be discussed tomorrow.