**2nd Meeting Minutes**

**Present**

* Charles
* Sean
* Kimit
* David
* Curtis
* Connor

**Not Present**

Marcus couldn’t make it to today’s meeting due to an emergency.

**Last meeting minutes**

All of the group members have approved the minutes from the last meeting.

**Review of points made from previous meeting**

* All of the specification standards documents have been read by the group
  + QA.08 wasn’t read as Marcus wasn’t present
* Connor and Kimit completed the a draft design of TaskerMAN and TaskerCLI
* Roles have been given to some group members and they are:
* **David** – Project Leader
* **Connor** – Deputy Project Leader
* **Curtis** – Quality Assurance Manager
* **Marcus** – Quality Assurance Deputy Manager

**Decisions to be made for the following meeting**

* Reminders for those who haven’t already to email Richard where your blog is. [rcs@aber.ac.uk](mailto:rcs@aber.ac.uk)
* GitHub emails should be coming through soon
* Set up a GitHub repository for the group work
  + Put the TaskerMAN into the repository when it is set up
* Assigning roles to the rest of group members

**Next meeting is scheduled for Monday 19/10/15**