**3rd Meeting Minutes**

**Present:**

* David
* Charles
* Kimit
* Marcus
* Connor
* Sean

**Not Present:**

Curtis was not present due to unseen circumstances.

**Review of the points from previous meeting:**

* Minutes from previous meeting have been confirmed.
* Amendments to the documentations documents have been made to achieve specification standards.
* All blogging accounts have been created.
* Further Roles have been decided:
  + Kimit – Tester
  + Sean – Documentation
  + Connor & Charles – Programmer & Designer
* Group have confirmed for the TaskerCLI to be complete.

**Decisions for this week:**

* Connor will finish off TaskerCLI outline design.
* David will create a Gantt Chart to go with the Project Plan
* Sean will write up the risk analysis
* Marcus will write up the introduction for the Project Plan
* Project Plan to be done by Wednesday at the latest ready to present on Thursday’s meeting.