**3rd Meeting Minutes**

**Present:**

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

**Not Present:**

Curtis was not present due to unseen circumstances.

**Last meeting Minutes:**

All members have approved the minutes from previous meeting

**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 TaskerMAN design to be complete.

**Decisions made for the following meeting:**

* **Connor-** Finish off TaskerCLI outline design.
* **David-**  Create a Gantt Chart to go with the Project Plan
* **Sean-** Write up the risk analysis
* **Marcus-** 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.

**Next meeting is scheduled for Thursday 22/10/15**