**4th Meeting Minutes**

**Present:**

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

**Not Present:**

N/A

**Last meeting Minutes:**

All members have approved the minutes from the last meeting.

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

* Minutes have been approved from the previous meeting.
* Connor has finished the TaskerCLI outline design.
* David needs to amend the Gantt chart he has created.
* Sean and Marcus did not have to contribute to Project Plan.
* David completed the Project Plan and presented it in the meeting.

**Decisions made in following meeting:**

* A paragraph is needed describing the Gantt tasks.
* Gantt chart must be added to the repository.
* Design Specification in for 29/10/2015.
* Charles and Connor will be working on the design specification.
* Kimit will be working on the Test Specification.

**Next meeting scheduled for Monday 26/10/2015**