<div align="center">Group (Number)</div>

To be completed and submitted via blackboard each week.

Date and Location: 5th February – LG35

Attendance:

Attending	Not Attending
Eoin Dowling	Szabolcs Gál
Brandon Dooley	Joey Curran
Ruairi Gielty	
Matthew Flynn	
Kevin Fallon	

Agenda:
- Discuss teams skills assessment
- Follow on from Skype call with client this morning

Assigned tasks (these tasks must be taken from the Gantt Chart And Work Breakdown Structure in the Project Plan and reflect the same):

- Kevin → Skills assessment template, distribute and collect information
- Brandon → Get API access and examples from client and get access keys
- Matthew → Evaluate market research for client and make recommendations
- Ruairi → Investigate Wordpress plugin development process (docs etc.)
- All → Fill in respective sections of requirements document

Date and location of next meeting:
Next meeting :- 12th February – LG35