

Group (Number)

To be completed and submitted via blackboard each week.

Date and Location: 19th February – LG10

Attendance:

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

Agenda:

- Discuss progress with second years on WordPress blog
- Describe GitHub development flow
- Divide project plan amongst third years (Eoin, Kevin, Brandon)

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

- Kevin → Parts 6-9 of Project Plan (See Below)
- Brandon → Parts 1-5 of Project Plan (See Below)
- Eoin → Parts 10-14 of Project Plan (See Below)
- Matthew → Get WordPress blog up and running
- Ruairi → Investigate WordPress plugin development
- Joey → WordPress blog

Date and location of next meeting:

Next meeting :- Tuesday 26th February – Glassrooms

- 1) Goals & Objectives
- 2) Project Scope
- 3) Project Approach
- 4) Milestones
- 5) Gantt Chart & Work Breakdown Structure

- 6) Roles, Skills & Responsibilities
- 7) Skills Analysis
- 8) Staffing
- 9) Staffing Chart

- 10) Risk Analysis
- 11) Risk Mitigation
- 12) Project Controls
- 13) Communications
- 14) Meetings

- 15) Appendix
