

Group 8

To be completed and submitted via blackboard each week.

Date and Location: 12th March – Glassroom 1

Attendance:

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

Agenda:

- Discuss progress made over reading week
- Arrange meeting with client and discuss desired outcomes
- Plan next few weeks development

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

- Kevin → Overview Joey with development
- Brandon → Contact client and source API information
- Eoin → Overview Ruari
- Matthew → Continue with proxy server development
- Ruairi → WordPress plugin development
- Joey → WordPress plugin developments

Date and location of next meeting:

Next meeting :- Tuesday 26th March – 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
