

## Group (Number)

To be completed and submitted via blackboard each week.

**Date and Location:** 15<sup>th</sup> February – LG10

### Attendance:

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

### Agenda:

- Contact client again to remind about requirements document signing.
- Discuss the start of the development process.
- Assign individual tasks with respect to the development of the project.

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

- Kevin → Start on project plan
- Brandon → Start on project plan
- Eoin → Start on project plan
- Matthew → Set up a dummy server with a wordpress blog for development testing.
- Ruairi → Investigate Wordpress plugin development process (docs etc.)
- Joey → Investigate Wordpress plugin development process (docs etc.)

### Date and location of next meeting:

Next meeting :- Tuesday 19th February – Glassrooms