

Group 8

Date and Location: 26th February – LG10

Attendance:

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

Agenda:

- Discuss progress with plugin development
- De-brief following meeting with Stephen
- Contact other groups
- Discuss Software design specification document

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 2.1 – 2.2.3 of
- Brandon → Parts 1 of Software Design Specification Document
- Eoin → Parts 2.2.3 to end of Software Design Specification Document
- Matthew → Begin WordPress plugin development
- Ruairi → Integrate D&G API calls into plugin
- Joey → Investigate D&G API calls

Date and location of next meeting:

Next meeting :- Tuesday 12th March – LG10

- 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
