Group (Number)

To be completed and submitted via blackboard each week.

**Date and Location:** 15th 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