Group (Number)

To be completed and submitted via blackboard each week.

**Date and Location:** 5th February – LG35

**Attendance:**

|  |  |
| --- | --- |
| Attending | Not Attending |
| Eoin Dowling | Szabolcs Gál |
| Brandon Dooley | Joey Curran |
| Ruairi Gielty |  |
| Matthew Flynn |  |
| Kevin Fallon |  |

**Agenda:**

* Discuss teams skills assessment
* Follow on from Skype call with client this morning

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

* Kevin 🡪 Skills assessment template, distribute and collect information
* Brandon 🡪 Get API access and examples from client and get access keys
* Matthew 🡪 Evaluate market research for client and make recommendations
* Ruairi 🡪 Investigate Wordpress plugin development process (docs etc.)
* All 🡪 Fill in respective sections of requirements document

**Date and location of next meeting:**

Next meeting :- 12th February – LG35