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. Gannt Chart & Work Breakdown Structure

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1. Roles, Skills & Responsibilities
2. Skills Analysis
3. Staffing
4. Staffing Chart

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1. Risk Analysis
2. Risk Mitigation
3. Project Controls
4. Communications
5. Meetings

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1. Appendix

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