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. 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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