Group (Number)

To be completed and submitted via blackboard each week.

**Date and Location:** 19th February – LG10

**Attendance:**

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

**Agenda:**

* Discuss progress with second years on WordPress blog
* Describe GitHub development flow
* Divide project plan amongst third years (Eoin, Kevin, Brandon)

**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 6-9 of Project Plan (See Below)
* Brandon 🡪 Parts 1-5 of Project Plan (See Below)
* Eoin 🡪 Parts 10-14 of Project Plan (See Below)
* Matthew 🡪 Get WordPress blog up and running
* Ruairi 🡪 Investigate WordPress plugin development
* Joey 🡪 WordPress blog

**Date and location of next meeting:**

Next meeting :- Tuesday 26th February – 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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