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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (DD/MM/YYYY) | 18/07/2017 | **Time:** | 12:30pm to 15:30pm |
| **Meeting Facilitator:** | Vinicius | **Location:** | AUT University |

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| **Attendees** | **Present** | **Not present (reason)** |
| Vinicius Alves | Yes |  |
| Hayley Cleverdon | Yes |  |
| Karanjit Gahunia | Yes |  |
| Seung-Kyu Jin | Yes |  |
| Alex Lu | Yes |  |

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| **Deadlines** |  | |
| **Action Item** | **Assigned To** | **Completed** |
| Infrastructure assessment | KG | Done. Need revision |
| Cloud Solution | Hayley | Done. Need revision |
| Hardware assessment | Vini | Done. Need revision |
| Legal Assessment | Jin | Done. Need revision |
| Operation Assessment | Alex | Ongoing. Meeting with judge is pendent |
| Financial Assessment | All involved in the technical Assessment | Done. Further alteration may be necessary |
| Schedule Assessment | Vini – all have a part to play | Ongoing. Final conclusion of each section is required |
| Quality plan | Vini | Done. Need improvement |
| Change Management plan | Vini | Done. Need improvement |
| Gathering of Requirements | All | Ongoing |
| Meeting with Client | All | To be scheduled |

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| **Meeting Objective** |  |

 Please summary section.

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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |

 Please summary section.

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| **Details\Points Made\Summary** |

We have discussed:

- We enforced that we should meet every Tuesday. (Hayley is now available on Tuesdays)

- We agreed to put in the maximum effort to this paper while we are not super busy.

- We are aiming to present our research to our supervisor

- We should be preparing to the implementation phase. We can still get back to our schedule.

- We will keep the communication level high.

- For quality purpose, change records on top of each document should be recorded. Includes date, author, reason, description and version.

What we will be working on:

- User interface design to be completed, missing the judge interface. (to be present to judge and client for feedback). (**Hayley**)

 - Finalize technical study: (**Vini**)

+ implementation recommendation

+ Application solutions

- Operational study to be translated into a presentable section for presentation even though it is not completed. (**Alex**)

- Change management to be review (**Alex**)

- Requirements to be translated into user stories and or formal requirements (**Karanjit**) \* to be present to judge. Client to check and sign it off

- Quality plan to be review **(Karanjit**)

- Review project plan (**Vini**)

What we will discuss this week:

- When to contact client and supervisor

- Check what is missing

- Discuss technologies to be learned based on the solutions provided

- When should document be put together and reviewed.