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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (DD/MM/YYYY) | 25/07/2017 | **Time:** | 12:30pm to 14:30pm |
| **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** |
| Operation Assessment | | Alex | Ongoing. Met with judge on 21st July |
| Schedule Assessment | | Vini – all have a part to play | Ongoing. Conclusion of each section is required |
| Gathering of Requirements | | All | Ongoing |
| Meeting with Client | | All | Scheduled to 08-08-2017 |
| Paper Prototype | | Hayley | Done |
| Revision of technical assessment | | Vini | Done |
| Requirements Revision | | KG | Done |
| Gather new Req. from meeting with judge | | All | Ongoing |
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| Please refer to last week’s meeting for further details | | | |
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| **Meeting Objective** |  | | |

* Walked through what we have done so far.
* Explain main points highlighted at the meeting with judge
* Changes to be made after acquiring new information from the judge.
* Discuss system implementation approaches that adds value to the competition.
* Discuss application solutions that adds value to the competition and why they don’t.

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

* Please refer to summary bellow to see our tasks until next week

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

Walked through what we have done so far and what must be changed after acquiring new information from the judge.

Explained how Mathex competition works in the background as we were instructed to the team member that could not participate.

Highlighted main points that judge emphasised.

The operational study can now be completed.

Some artefacts such as health and safety could be given more attention.

Judge does not think our project will add much value to the Competition itself. New Analyses from Organisers vs Client may enforces the project is not feasible.

Set up deliverables and plan next steps.

What it is expected from us:

Hayley - revise cloud solutions. Analysis of technical research. Update system implementation. Focus on existing technologies. Revise conclusions and recommendations for technical study.

KG – Revise change management plan. Revision of requirements, translate them to user stories. Acquire new requirements from meeting with organizer last week. Please revise technical assessment and comment on the conclusion and recommendations.

Alex – Revise quality plan. Finalize operational study. Provide analysis along with some conclusion to it. Please email judge for instructions about how Mathex works, what they need such as number of markers and people updating scores. That includes background actions such checking the score. Any further detail or requirements.

Jin- please update us with a summary from last week meeting. Finalize legal study. Evaluate issues mentioned as health and safety to the best available, such as concerns for implementing a screen. Assist KG and Alex with gathering requirements and etc.

Vini – Revise technical assessment and inform supervisor about our progress. Updated Activity diagram. Supervise team with their tasks.

Everybody should read the final report and understand it, everyone's input is important to define whether the project is feasible or not.

Get feedback from our supervisor.

Schedule meeting with client