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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard | Client meeting | |
| **Date of Meeting:** (DD/MM/YYYY) | 08/08/2017 | **Time:** | 3pm to 4pm |
| **Meeting Facilitator:** | Dr. Robin | **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** |
| Revise technical assessment | KG | Done |
| Finalize operational study | Alex | Done |
| Finalize legal study | Jin | Done |
| References check | Group | Done |
| Proofreading of content by | Hayley\Karanjit\Vini | Done |
| Final editing | KG | Done |
| Final quality assurance to be performed | Hayley\KG | Done |
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| Add a benefits and issues. Parts affected: Operational assessment, legal assessment and technical assessment. | Group | Done |
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| **Meeting Objective** |  |

Client Meeting:

* + Present Feasibility study
  + Present Requirements
  + Present paper prototype – Design model draft
  + Present MATHEX folder documentation

Explain our assessment and our conclusion.

Work with client to determine future steps

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

Analyse Feedback if Any.

Update all documentation version control.

Set up implementation phase

Further actions will be taken depending on Clients response and Supervisor

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