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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 14-03-17 | **Time:** | 3 to 4pm |
| **Meeting Facilitator:** |  | **Location:** | AUT University |

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| **Attendees** | **Present** | **Not present (reason)** |
| Vinicius Alves | yes |  |
| Hayley Cleverdon | no | Working |
| Karanjit Gahunia | yes |  |
| Seung-Kyu Jin | yes |  |
| Alex Lu | yes |  |

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| **Meeting Objective** | **Completed** | **To be continue. New due date:** | **Responsible:** |
| * 1. Plan future steps as we have't heard from TA or Client |  | ongoing |  |
| * 1. Plan how the proposal should be structured | yes |  |  |
| * 1. Clarify any concern | yes |  |  |

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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
| * 1. Work on project proposal based on what we have | group | na |
| * 1. Attempt contact with Lecture\supervisor\ Client | group | na |
| * 1. Research about methodologies | group | na |

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| **Details\Points Made** |
| * + Our meetings are unproductive due to lack of information or guidance because we have not heard from our supervisor and or Client nor we know how to contact them. |
| * + We believe we have been seriously impacted by AUT decision |
| * + **Everyone should be proactive in order to create a project proposal although there will be lack of information and gaps.** |

Further details:

we went over the proposal and what needs to be done for it. All the sections have been set up on OneNote. Link for OneNote is in the random section for Slack.

Plan is just to get started with whatever we can do at this stage. Be sure to keep everyone updated with what you've been working on, what you are planning to do, what still needs to be done, as well as any issues that may have come up.

Some sections of the proposal won't be doable for now considering our situation with the client and supervisor so just skip those for now.

Dr. Stephen (the leader of R&D) was informed about our situation a. He said that the supervisor is still being set up (or something along those lines).

However, he is our project's moderator and he has agreed to meet us on Thursday. He will email me the details some when. Meeting will be roughly around 10-2.