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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 16-03-17 | **Time:** | 2pm to 4pm |
| **Meeting Facilitator:** | Dr Robin Hankin \Dr.Stephen | **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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| **Meeting Objective** | **Completed** | **To be continue. New due date:** | **Responsible:** |
| * 1. Meet Client | yes |  | group |
| * 1. Understand project | yes |  | group |
| * 1. Clarify who is the Client | yes |  | group |
| * 1. Clarify project purpose and context | yes |  | group |
| * 1. Understand deliverables | ongoing |  | group |

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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
| * 1. Create Summary of the meeting | Karanjit | 17-03-17 |
| * 1. Email our moderator further questions and summary of the meetings | Karanjit | 17-03-17 |
| * 1. Restructure project proposal | Vinicius | 17-03-17 |
| * 1. Delegate Tasks | Vinicius | 17-03-17 |
| * 1. Work on our Tasks | group | 30-03-17 |
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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
| Terms of reference | Group | 30-03-17 |
| Rationale | Karanjit\Vinicius | 30-03-17 |
| Scope And Objectives | Vinicius\Alex\Hayley | 30-03-17 |
| Project Approach | Hayley | 30-03-17 |
| Project Plan | Vinicius | 30-03-17 |
| Stakeholders | Karanjit | 30-03-17 |
| Risk Management Plan | Alex | 30-03-17 |
| Costs | Alex | 30-03-17 |
| Skill and Knowledge involved | Jin | 30-03-17 |
| Change Management Plan | Jin | 30-03-17 |
| Quality management plan | Karanjit | 30-03-17 |

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| **Details\Points Made** |
| * + **It was understood that our project should have a high focus on a feasibility study** |
| * + **A end product could be delivered in a long-term project** |
| * + Refer to the LogSection for further info |

Summary:

The client meeting with Dr Robin Hankin went for approximately 90 minutes. He explained what he wanted, why it was needed, and how he wanted it. Hayley was present for this meeting.

Some of the key points derived from this meeting include:

- The feasibility of the project must be investigated by us. If the project is feasible, explain how. If it isn't, explain why.

- The project must be well documented as it is expected to be a multi-year project.

- Dr Hankin will provide us with mathematical software components to help structure the data.

- The system should include AUT branding wherever possible.

- This project has potential to promote mathematics and AUT to the people attending the MATHEX events.

After the meetings, we had a brief discussion regarding what we should focus on individually and as a team. Getting as much of the proposal done is what everyone will be working on.