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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) |  | **Time:** | 12 to 3 |
| **Meeting Facilitator:** | Vinicius | **Location:** | AUT University |

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

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| **Meeting Objective** | **Completed** | **To be continue. New due date:** | **Responsible:** |
| * 1. Review and discuss documentation so far | yes |  | group |
| * 1. Review delegated tasks | yes |  | Group\Vini |
| * 1. Plan next meeting | yes |  | Group |
| * 1. Plan presentation date | yes |  | Group\Alex |
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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
| * 1. Present to group tasks completed | individual | 28-03 |
| * 1. Refine information | group \Hayley | 28-03 |
| * 1. Check for missing doc or info | group | 28-03 |
| * 1. Set final version | group\Hayley | 28-03 |
| **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 |