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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 05-05-2017 | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** | AUT University |

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| **Attendees** | **Present** | **Not present (reason)** |
| Vinicius Alves |  |  |
| Hayley Cleverdon |  |  |
| Karanjit Gahunia |  |  |
| Seung-Kyu Jin |  |  |
| Alex Lu |  |  |

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| **Deadlines** |  |  |
| **Action Item** | **Assigned To** | **Completed** |
| Infrastructure\Hardware needs | Vini | ongoing |
| Cloud computing possibilities | Hayley | ongoing |
| Infrastructure\ venue related constraints | Karanjit | ongoing |
| Legal and Operational Feasibility | Alex and Jin | ongoing |
| individual schedules | Alex and Jin | ongoing |

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| **Meeting Objective** | **Completed** | **New due date:** | **Responsible:** |
| Review advances on feasibility studies |  |  |  |
| Share and review our approaches |  |  |  |
| Plan venue meeting |  |  |  |
| Ensure everyone is at the same pace |  |  |  |
| Learn how to use tortoiseGit |  |  |  |

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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
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| **Details\Points Made** |