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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 18-05-2017 | **Time:** | 6pm to 7pm |
| **Meeting Facilitator:** | Hayley\Vini | **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** |
| 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** |  |

* 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** |

 Each should create their week plan and port in on Slack.

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| **Details\Points Made** |