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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 10/03/2017 | **Time:** | 8:30 to 10AM |
| **Meeting Facilitator:** |  | **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 all group members | yes |  | group |
| * 1. Meet supervisor | yes |  | group |
| * 1. Discuss project proposal | yes |  | group |
| * 1. Get clarifications and advice for each component of the project proposal | yes | More clarification may be required | group |
| * 1. Schedule Client meeting | no | Supervisor may change, client meeting will no take place till further notice | Supervisor |

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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
| * 1. Team agreement | group | 14-03-17 |
| * 1. Skill matrix | group | 14-03-17 |
| * 1. Define Roles and future meeting agendas | group | 14-03-17 |
| * 1. Research methodologies | individuals | 14-03-17 |
| * 1. Initialize project proposal | individuals | NA |

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| **Details\Points Made** |
| * + Supervisor advised there is a change she will not be our supervisor no more. Thus, a client meeting can't take place |
| * + Advised to give starts to documentation although all information is not yet available |
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