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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (DD/MM/YYYY) | 10/07/2017 | **Time:** | 7pm to 8 pm |
| **Meeting Facilitator:** | Vinicius\Hayley | **Location:** | Skype call |

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

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| **Meeting Objective** |  |

* Review where we stand in the project
* Discuss Hayley’s change to work routine
* Plan Future steps
* Review quality approaches and how to improve it.
* Discuss needs for iteration 0.
* Set deadlines
* More Info in the summary bellow.

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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |

 Please read Summary bellow.

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| **Details\Points Made\Summary** |

 This Summary was created by the PM (Vini) and passed on to the group.

"Hey everybody. I hope everyone is having a good break. Hayley and I had a quick talk to review where we stand in the project. We agreed that we should meet every Tuesdays physically starting from next week onward. (Hayley managed to get Tuedays of from work).

We believe that we have enough information to put together a draft of the feasibility study, which would be our first version. It should then be updated as we go similarly to what we have done to the project proposal. Together with a prototype (interface only, user interface design) plus a slide presentation we will be organizing a presentation to our client on the 25th.

In order to achieve these goals we must have our parts in the feasibility study ready by the end of this week as well as be ready to present to all members of the group, this will share understanding among ourselves. A meeting on next Tuesday 18th from 12:30 till 3pm will take place to review the feasibility study, to review requirements and produce a user interface design ( Hayley has already started it), prepare slides to present to our client.

By the end of the next week we should have it all prepared, I am hoping we have some time to prepare for implementation phase if not start iteration 0, prepare list of features and etc.

Bear in mind there are plenty to be done so please keep the communication level high. and let’s take advantage of the beginning of the semester when we are not super busy with other papers.

My secondary goal for next meeting is to set deadlines for the rest of the year and update all docs.

This is a good time to ask any question you may have, check and research anything that is missing.

Remember that we might have to upskill ourselves with JS (nodeJS), java spring framework, to be discussed.

We will use the repository in GitHub "feasibility study", until advised otherwise.

Please confirm you have read it and let us know of any issue. I will text you for confirmation."