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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (DD/MM/YYYY) | 01/08/2017 | **Time:** | 12:30pm to 15:30pm |
| **Meeting Facilitator:** | Vinicius | **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** |
| Revise cloud solutions | | Hayley | Done |
| Analysis of technical research. Update system implementation | | Hayley | Done |
| Revise conclusions and recommendations for technical study | | Hayley | Done |
| Revise change management plan | | KG | Done |
| Revision of requirements, translate them to user stories | | KG | Done |
| Revise technical assessment | | KG | ongoing |
| Revise conclusion and recommendations | | KG | Done |
| Revise quality plan | | Alex | Done |
| Finalize operational study | | Alex | ongoing |
| Email judge for instructions about how Mathex works, what they need such as number of markers and people updating scores | | Alex | Done |
| Elaborate summary from meeting with judge | | Jin | Done |
| Finalize legal study | | Jin | ongoing |
| Evaluate issues mentioned as health and safety | | Jin | Done |
| Revise technical assessment | | Vini | Done |
| Get feedback from our supervisor for the feasibility study | | Vini | Done |
| Updated Activity diagram | | Vini | Done |
| Supervise team with their tasks | | Vini | Done |
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| More Info Please check last week’s minutes | |  |  |
| **Meeting Objective** |  | | |

* Discuss feedback from the mid project review
* Discussed the progress made so far since the last meeting
* Discussed Akshay and feedback points
* Conclude Weather project is feasible or not
* Preparation for meeting with client

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

* Add a benefits and issues for each where is viable. Parts affected: Operational assessment, legal assessment and technical assessment.
* All work is to be completed by Friday – All team member should finalize their parts
* References check – **Alex and Jin**
* Proofreading of content by – **Hayley**
* Final editing - **Vini**
* Final quality assurance to be performed by **Karangit** by Saturday

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

All team members attended a team meeting at the R&D lab at 2pm.

We went over the feedback from the mid project review. Everyone is unhappy with the grade received and so might discuss with Akshay in a meeting. We've taken the feedback into account will make changes accordingly.

We discussed the progress made so far since the last meeting. The feasibility study had been sent to Akshay and feedback was received. We will work off that feedback and make the necessary changes.

Other changes to the feasibility study will be made too. We will add a benefits and issues section for each implementation. This is mainly for the client.

We all agree that the project isn't feasible as it costs too much and requires too many resources whilst having limited benefits. This will be discussed with the client next week.

Work was allocated for the following week for each member. All work is to be completed by Friday afternoon so we have time to review and prepare for client meeting.