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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (DD/MM/YYYY) | 07/08/2017 | **Time:** | 9pm to 12pm |
| **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** |  |

* Final checks on feasibility study v1.0
* Check references, Grammar, Flow
* Rewrite missing parts
* Plan meeting with client

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

Finalize report – 07/08 - Hayley

Print Report – 08/08 – Vini

Bring all material existent – 08/08 - Vini

Present feasibility study to Client – 08/08 - Group

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

This Meeting objective was to finalize the feasibility study. We have gone through all parts of the report, we have checked references, grammar, flow of section to section, removed redundancies where possible, renamed sections and highlighted missing information. Final formatting checked.

Discussed all documentation we have acquired until now and what is important to be present to the client. Agreed on what are the best approach to present this study to the client.

Set a list of all documents tha need printing .