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| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 28-03-17 | **Time:** | 11am - 4pm |
| **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** |
| Terms of reference | Group | OK |
| Rationale | Karanjit\Vinicius | OK |
| Scope And Objectives | Vinicius\Alex\Hayley | OK |
| Project Approach | Hayley | OK |
| Project Plan | Vinicius | OK |
| Stakeholders | Karanjit | OK |
| Risk Management Plan | Alex | OK |
| Costs | Alex | OK |
| Skill and Knowledge involved | Jin | OK |
| Change Management Plan\*\* | Jin | No |
| Quality management plan \*\* | Karanjit | No |
| \*\* Due to not completion of activity, team decided to add on next phase |  |  |

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| **Meeting Objective** | **Completed** | **To be continue. New due date:** | **Responsible:** |
| * 1. Review Current proposal | yes |  |  |
| * 1. Refine information | ongoing | 30-08 | Hayley\Vini |
| * 1. Finalize project proposal | ongoing | 30-08 | Hayley\Vini |

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| **Meeting Agenda** |  |  |
| **Action Item** | **Assigned To** | **Due Date** |
| * 1. Refine information | Hayley\Vini | 30-08 |
| * 1. Finalize project proposal | Hayley\Vini | 30-08 |
| * 1. Present Project proposal | group | 31-03 |
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| **Details\Points Made** |
| **Project draft complete, final refinements to be applied.** |
| **Group discussed presentation flow for Friday.** |
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