|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting/Project Name:** | R&D - Real-Time Scoreboard |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 11-05 | **Time:** | 9am – 12pm |
| **Meeting Facilitator:** | Vinicius | **Location:** | AUT University |

|  |  |  |
| --- | --- | --- |
| **Attendees** | **Present** | **Not present (reason)** |
| Vinicius Alves | yes |  |
| Hayley Cleverdon | yes |  |
| Karanjit Gahunia | yes |  |
| Seung-Kyu Jin | yes |  |
| Alex Lu | yes |  |

|  |  |
| --- | --- |
| **Meeting Objective** |  |

* Discuss current project situation
* Discuss pendant tasks
* Understand pedant tasks
* Develop approach for next few weeks
* Delegate tasks

|  |  |  |
| --- | --- | --- |
| **Meeting Agenda** |  | |
| **Action Item** | **Assigned To** | **Due Date** |
| Infrastructure\Hardware needs | Vini | asap |
| Cloud computing possibilities | Hayley | asap |
| Infrastructure\ venue related constraints | Karanjit | asap |
| Legal and Operational Feasibility | Alex and Jin | asap |
| individual schedules | Alex and Jin | asap |

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

 In the meeting on the 5th of May with all team members, we discussed where we were as a team and what steps we should take in the coming weeks.

Vini, Hayley, and Karanjit will work on the Technical Feasibility. Vini will focus on the hardware, Hayley will focus on the cloud computing implementation, and Karanjit will focus on the venue related constraints.

Alex and Jin will work on the Legal and Operational Feasibility. The legal feasibility includes investigating terms and conditions and other relevant documentation for things such as the open source license. The operational feasibility includes investigating if the solutions will suit the stakeholders (e.g. Judges), and if the solutions are an improvement from the existing system.

Dates to note:

Week 11 - Mid Project Report due date.

Week 12 - Mid Project Review

There will be a whole week dedicated to working on the Mid Project Report.

If we are unable to complete the feasibility study by the end of the semester as planned (which seems likely), we will have to complete it either in the semester break or in Semester 2.

It might be useful to investigate existing software solutions that we may be able to work off for this project.

Also, individual schedules should be made for everyone that outline what work everyone is doing this week. This will be updated regularly. It will help

avoid overlapping and help manage workloads. Complete schedules by Monday.