**6/3 Initial meeting**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | **Initial Team Meeting** | |
| **Meeting called by:** | Jane Jung | |
| **Location:**  WZ701 | **Date:**  6/03/2023 | **Time:**  6:00pm |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Yeran Edmonds |

**Meeting Attendees**

| **Attendees** | |
| --- | --- |
| *Names* | *Representing* |
| Yeran Edmonds | Jadcup Team Member |
| Joshua Ladowsky | Jadcup Team Member |
| Harshil Patel | Jadcup Team Member |
| Myles Hosken | Jadcup Team Member |
| Jane Jung | Jadcup Team Member |
| **Absent** | |
| *Names* | *Representing* |
| Matthew Kuo | Jadcup Mentor |

**MINUTES DETAILS**

| Minutes prepared by:  Yeran Edmonds | Minutes circulation to:  Jadcup Team |
| --- | --- |

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Start Team Contract | Jane Jung | 20m |
|  | Choose a Team Leader | Joshua Ladowsky | 20m |
|  | Make a Meeting Time | Yeran Edmonds | 20m |
|  | Discover work to start on | Myles Hosken | 20m |
| 5. | Plan a client meeting | Harshil Patel | 20m |

**Open Action Items/Action Items from the Previous Meeting**

| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
| --- | --- | --- | --- |
|  | N/A No actions yet |  |  |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Team Contract: Have added a clause for no future meetings or work after 7pm. Still to iron out Rules, Tech Agreement, Goal/Reward structure, and Signatures |
|  | Team Leader: Joshua Ladowsky is chosen to organize our team. |
|  | Make a Meeting Time: We agreed not to have the Monday 6pm meeting in the future. The intention is to try and do as much work as we can in the Tuesday times before RnD Workshop. We realized we might need to sacrifice weekend times but haven’t worked anything out yet. |
|  | Discover work to start on: It’s decided we won’t start on any github work. We’ll discover the project guidelines from the RnD Mentor meeting tomorrow. |
|  | Plan a Client Meeting: We briefly talked about this but realized we couldn’t do anything without our mentor, and intend to talk to him on Tuesday. |

**Summary of Action Items**

| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
| --- | --- | --- | --- |
|  | N/A No actions yet |  |  |

**Next Meeting**

| **Date:**  7/03 | | **Time:**  11:00am |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Project Proposal requirements | |
|  | Project requirements | |
| *Action Items to be discussed in the next meeting:* | | |
|  | Client Meeting | |