**Jadcup Initial Team Mentor Meeting**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Build relationship with Team Mentor and discover requirements for Project Proposal | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  WZ1101 | **Date:**  7/03 | **Time:**  11:00 |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Jane Jung |

**Meeting Attendees**

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

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Discover Project Proposal Requirements | Jane Jung | 30m |
|  | Discover Project requirements | Yeran Edmonds | 30m |

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

| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
| --- | --- | --- | --- |
|  | Plan Client Meeting time | Matthew Kuo | 14/03 |
|  | Set up Github | Matthew Kuo | 7/03 |
| 3. | Set up Trello | Jane Jung | 7/03 |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Discover Project Proposal Requirements:   * Discovered through here: Project-Proposal-Requirements-Assessment Guideline v1.9.pdf   + <https://canvas.aut.ac.nz/courses/15066/files/4053356/download?download_frd=1> * Skills Matrix:   + <https://canvas.aut.ac.nz/courses/15066/files/4008311?wrap=1> * Necessary documents:      * Tech stach * Team organizational framework |
|  | Project Requirements:  Our main deliverable is a web dashboard that interfaces with PLCs  Our secondary deliverable is a simulation used by the web dashboard.  We still need to organize our tech stack for the dashboard.  We know we need to upskill in factory.io and our tech stack, after we’ve developed our tech stack. |
| 3. | Plan Client Meeting Time: We decided to meet the client in Week 3. We will first try to meet in 10->12 in East Tamaki, but if we can’t make that time we’ll try to meet on Friday 3:30pm.  We all are very time-starved throughout the week and don’t have much time to be in meetings. |
| 4. | Set up Github: Matthew set up this Github on our behalf: <https://github.com/emsoftaut/2023-RnD-Digital-Twin> |
| 5. | Set up Trello: Jane set this up here: <https://trello.com/b/ZUD07vIC/portfolio> |

**Summary of Action Items**

**Next Meeting**

| **Date: 14/03** | | **Time: 10:00am** |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Tech Stack | |
|  | Team organization framework | |
|  |  | |
| *Action Items to be discussed in the next meeting:* | | |
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