**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Proposal Documentation & Team Meetings | |
| **Meeting called by:** | Myles Hosken | |
| **Location:**  WZ Level 7 | **Date:**  14/03 | **Time:**  10:00 |
| **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 |
| **Absent** | |
| *Names* | *Representing* |
| Matthew Kuo | Jadcup Team Mentor |

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Proposal Documentation | Myles Hosken | 45m |
|  | Meetings | Myles Hosken | 15m |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | We’re behind in our documentation. We delegated out our documentation to each team member to get done by our next team meeting.   * Project Management Methodology * Project Scope * Terms of Reference * Risks & Potential Issues |
|  | We have lots of timetable clashes. We decided to meet on Saturdays at 9am because that’s the only time we could all meet up. |

**Next Meeting**

| **Date:**  16/03 | | **Time:**  1:00pm |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Client Meeting | |