**Week 3 Meeting Minutes**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Established required documentation & Client questions | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  WZ1101 | **Date:**  14/30 | **Time:**  10:00am |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Myles Hoskin |

**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** |
| --- | --- | --- | --- |
|  | Tech Stack | N/A | N/A |
|  | Team Organization Framework | Yeran Edmonds | 5m |
|  | Required Documentation | Matthew | 15m |
|  | Client Meeting | Matthew | 15m |
|  | Team Guidance | Matthew | 25m |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | **Tech Stack:** This was not discussed as we are still discovering requirements. |
|  | **Team Organization Framework:** We had originally decided to use a combination of Waterfall and Kanban, but Matthew has suggested we instead just use Kanban. He says Waterfall will require more documentation. We haven’t made a decision as of this meeting but we know that more research is required. |
|  | **Required Documentation:** We went over required documentation and documents that will need client information and participation. Our first step is to complete the documents that don’t require scope or features, then to iterate once the client has been met.  We anticipate a need to review our Stakeholder management, scope requirements, and risks once we’ve met the client.  We also anticipate needing to provide or adjust our Project Proposal as time goes on. |
|  | **Client Meeting:** We have some questions planned. Matthew suggested that the client won’t be able to answer some of our technical questions but many of our more high-level questions are likely to be answered.  He also gave advice about dressing nicely, using professional emails and being clear about requirements or design with the factory. |
|  | **Team Guidance:** This section of time was to determine our progress and velocity as a team. Matthew believes we are slightly behind, but also understands that there are extraneous factors such as AUT’s layoffs and not receiving our RnD group until halfway through week 1.  He suggests our team ‘cracks the whip’ and strongly delegates work. He also says that we could make more progress but that he wants to see a bunch of documentation and a proposal template completed.  Additionally, he mentioned some of our issues including that we can’t communicate directly with the client (who speaks primarily Mandarin), our bad timetables, and that we should start on the UI. |

**Next Meeting**

| **Date: 16/03** | | **Time: 1:00pm** |
| --- | --- | --- |
| ***Discussion points for the next meeting:*** | | |
|  | Client requirements | |
|  | Client feature discovery | |
|  | Prototype scope | |
| **4.** | UI? | |
| ***Action Items to be discussed in the next meeting:*** | | |
|  | Clear functional requirements | |
|  | Clear non-functional requirements | |