**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Client Meeting | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  Jadcup Factory | **Date:**  16/03 | **Time:**  1:00pm |
| **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 Team Client LIaison |
| Harshil Patel | Jadcup Team Member |
| Matthew Kuo | Jadcup Team Mentor |
| Daniel Li | Jadcup Client Representative |

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Client Requirements | Josh Ladowsky | 25 |
|  | Client Feature Discovery | Yeran Edmonds | 25 |
|  | Prototype Scope | Whole Team | 10 |
|  | UI | Myles Hosken | 5 |

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

| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
| --- | --- | --- | --- |
|  | Clear Functional Requirements | Project Team | 21/03 |
|  | Clear Non-Functional Requirements | Project Team | 21/03 |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | **Client Requirements:**   * Read and modify data   + Read temperatures, running speed   + Send commands like cup turnover detection, etc   + Ideally modular for any PLC   + Ideally run on more than one PLC   Client requirements are sparse, as he’s expecting us to perform discovery as we progress. No specifics on Tech Stack required. |
|  | **Client Feature Discovery**   * Any interface is fine (Web/desktop application). * Is leaving requirements/discovery upto the project team. |
|  | **Prototype Scope:**  After the meeting, we decided for MVP he just wants us to read data from a single PLC in a web interface. Reading from multiple PLCs would be nice, and have them all connected would also be good, but that will be for later and is not necessary for MVP. |
|  | **UI:**  The screenshots above are our benchmark and we haven’t had many discussions on this, but we expect to have a UI that looks good.  Considerations for big easy-to-press buttons that would be nice on tablets. |
| 5. | **Clear Functional Requirements:**  This has been improved/actioned from the client requirements and client discovery discussions, with the intention for further discussion later. |
| 6. | **Clear Non-Functional Requirements:**  As above |

**Next Meeting**

| **Date:**  18/03 | | **Time:**  9:30am |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Team Proposal documentation | |
|  | Project Methodology & WBS | |
|  | Tech Stack | |
| 4. | Emailing Daniel Li for more information | |