**Project Team Documentation Meeting**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Clear up team documentation | |
| **Meeting called by:** | Myles Hosken | |
| **Location:**  Online | **Date:**  18/03 | **Time:**  2h |
| **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 |
| Daniel Li | Jadcup Client Representative |

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Team Proposal documentation | Myles Hosken | 1h |
|  | Team Roles | Jane Jung | 30m |
|  | Project Methodology & WBS | Jane Jung | 10m |
|  | Tech Stack | Yeran Edmonds | 10m |
|  | Emailing Daniel Li for more information | Myles Hosken | 10m |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | **Team Proposal Documentation:**  We decided the WBS requires a bit more work than originally intended and we’ll need to modify it to fit agile practices.  Team skills matrix was updated to reflect more information, and is ready to fill out.  Jane wrote up a team proposal template. It’s been decided we’ll progress with that after the documentation is out of the way.  Communication plan was decided to need more input about how to communicate with people.  Scope might not need too much information, but there’s a scope statement document created either way.  By Tuesday, we want to have all the documents complete except the proposal plan and the project review document. |
|  | **Team Roles:**  We decided to have a baseline discussion and delegation of team responsibilities. We made sure to have the lead developer be someone interested in the specific responsibility, and a code reviewer was anyone, with priority given to people with more experience. That meant we had two points of failure rather than one, incase someone got sick.  Responsibilities were split into backend, api/plc, server administration, frontend & ui, with more information in the Team Roles document.  We acknowledged we didn’t have much to talk about yet until we have more of an idea about the Tech Stack.  We also acknowledged we needed to make sure we fit into Kanban’s structure for team roles, however we may need to change this. |
|  | **Project Methodology & WBS:**  The discussion was had assuming we’re sticking to Kanban as it’s the most familiar to us. This made the WBS harder to create because agile has more rapid discussion from design/feature discovery to implementation. For the project structure & outline we’re likely to have to create a design for our sprints.  Because we’re delegating team responsibilities we’re also likely to change Kanban team roles to suit our methodology. We haven’t had discussions about other processes yet but sprints, reviews and tech demos were mentioned.  We also acknowledged that this is important for our proposal but we have other documents needed before coming to this. |
|  | **Tech Stack:**  This was a low priority discussion because it’s expected to take a lot of work. But we just had a brief discussion about NoSQL databases and PLCs.  Josh provided documentation on the PLCs and showed how the connections work. It was mentioned here & earlier that we’re essentially making an API for our PLCs and our tech designs should reflect that.  Myles also mentioned that it might be good to keep all our tech stack consolidated to known or connected technologies, like using only google instead of using a bunch of different stacks. |
|  | **Emailing Daniel Li for more information:**  Things to email Daniel:   * Source code for PLCs and Machine * Code for the PLC-Machine UI |

**Next Meeting: Pre-client & Client meeting**

| **Date:**  21/03 | | **Time:**  9:30am |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Technical Infrastructure | |
| *Action Items to be discussed in the next meeting:* | | |
|  | Showcase our work | |
|  | Kanban roles discussion | |