**Mentor Pre-proposal Meeting**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | Organize work for Project Proposal | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  WZ1101 | **Date:**  21/03 | **Time:**  10:00am |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Jane Jung |

**Meeting Attendees**

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| **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* |
| Daniel Li | Jadcup Client Representative |

**MINUTES DETAILS**

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

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Showcase our work | Josh Ladowsky | 10m |
|  | Kanban discussion | Jane Jung | 10m |
|  | Project Proposal | Matthew Kuo | 40m |
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**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Showcase our work: While we had a breadth of information recorded, Matthew felt we were about a week behind as we had minimally started on the proposal.  Matthew’s feedback: Use information from our documents to construct the proposal but use the documents as references in the appendix. |
|  | Kanban discussion: A discussion about project methodology vs project schedule. While the WBS was originally slated to stick to the discussion about Kanban, after reviewing the marking criteria it was more critical to mention the project schedule in this document and the project schedule.  Matthew’s feedback: We need to clarify our team roles better and justify our use of Kanban. We also need user stories, and a clear schedule for our sprints. |
|  | Project Proposal: We agreed to have a draft handed to Matthew by 24th, so we can work on it during the weekend.  Key notes:   * Mixture of bullet points and paragraphs * Terms of Reference is business-oriented. * Make sure to include all stakeholders, including industry contact and paper leads. * Define how this project benefits both us and the stakeholders.   + We can clarify some of the above details in Section 2 * Industry 4:   + Making the processes and cup-making paths more modernized   + On-demand customization   + Batch printing   + Make sure to describe Industry 4 further * We will ideally need UI designs, particularly if we want high marks, despite not being explicitly mentioned in the marking criteria. * Section 5: Kanban roles and responsibilities - Include what we gain from using this methodology * Section 8:   + Change application form   + Quality Assurance form   + How to guarantee code quality and doc quality * Include user stories |

**Next Meeting**

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| **Date:**  25/3 | | **Time:**  9:00am |
| *Discussion points for the next meeting:* | | |
|  | Matthew proposal feedback | |