**New schedule, Iteration Review and Status Report**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | **Proposal checkup and update** | |
| **Meeting called by:** | Myles Hoskin | |
| **Location:**  **Online** | **Date:**  **24/03/2023** | **Time:**  9:00 am |
| **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 |
| **Absent** | |
| *Names* | *Representing* |
| Matthew Kuo | Jadcup Team Mentor |
| Daniel Li | Jadcup Client Representative |

**MINUTES DETAILS**

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| --- | --- |
| Minutes prepared by:  Harshil Patel | Minutes circulation to:  Jacup Team |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Editing and updating the proposal | Whole Team |  |
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**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | The team met online on Saturday morning to resolve comments that were been made by Matthew inside of the proposal. We went through all the comments made by Matthew and came up with a plan together to amend any mistake or areas that might need to be fixed. The team worked through the comments made by Matthew and resolved them accordingly throughout the Saturday meeting. |

**Next Meeting**

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| --- | --- | --- |
| **Date: 28/03/2023** | | **Time: 10:00am** |
| *Discussion points for the next meeting:* | | |
|  | Asking Matthew question | |
|  | Proposal Review | |
| *Action Items to be discussed in the next meeting:* | | |
|  |  | |