**Proposal Post-Feedback meeting**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | Review Matthew’s Feedback for the project proposal | |
| **Meeting called by:** | Myles Hosken | |
| **Location:**  Online | **Date:**  25/03 | **Time:**  9:00am |
| **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* |
| Matthew Kuo | Jadcup Team Mentor |
| 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** |
|  | Review Matthew’s Feedback | Whole team | 3 hours |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Review Matthew’s Feedback:  Clarifying definitions on a bunch of our terms   * Processes, project objective, guidelines   + Clear requirements   + Clear technology choices   + Missing project feasibility (mentioned in marking criteria) * Why we’re bringing into Industry 4 * Why and how we’re using Kanban * Poorly used references & formatting   Ultimately we had a lot of work to do to clean up the proposal. The key cases above that we approached includes formatting, clarifying some of our terminology in various sections, and value to both our team and the stakeholder.  Ultimately, we had a lot of work to tidy up the various sections and didn’t have enough referneces/appendices.  Action items before next meeting:  Adjust QA plan to fit Kanban  Fix PMM based on review  - kanban feasability  Executive Summary  Technology feasability  Questions for our mentor:  Ask Matthew about how to write project feasability  UI design (optional) |

**Next Meeting**

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| **Date:**  28/03 | | **Time:**  10:00am |
| *Discussion points for the next meeting:* | | |
|  | Finishing information for the project proposal | |