**Week 5 Mentor Meeting**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | **Reviewing the changes made in the project proposal with Matthew** | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  WZ1101 | **Date:**  28/03/2023 | **Time:**  10:00 am |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Myles Hoskin |

**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 Llaison |
| Harshil Patel | Jadcup Team Member |
| Matthew Kuo | Jadcup Team Mentor |
| **Absent** | |
| *Names* | *Representing* |
|  |  |

**MINUTES DETAILS**

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| Minutes prepared by:  Harshil Patel | Minutes circulation to:  Jadcup Team |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Reviewing the project proposal | Whole team |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | We wanted to ask Matthew a few questions about the feedback he had given us for the project proposal during last week. After we had finished asking questions, we showed him the changes that we had made during the last meeting on Saturday and after reviewing it he suggested we talk more about Kanban and justify why we selected this methodology for the project. He also proposed that we talk about why we selected the technique we did rather than others like Agile and Lean. |

**Next Meeting**

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| **Date: 30/03/2023** | | **Time:** |
| *Discussion points for the next meeting:* | | |
|  | Update and edit the proposal | |
|  | Start preparing for presentation | |