**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Review over Tony & Matthew’s Proposal Feedback | |
| **Meeting called by:** | Whole Team | |
| **Location:**  Online | **Date:**  30/03 | **Time:**  1 hour |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Yeran Edmonds |

**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 |

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Proposal Review | Joshua Ladowsky | 30m |
|  | Update Slides | Myles Hosken | 30m |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Proposal Review: We finished up the Project Management Methodology and elaborated on why we’re using Kanban. We also elaborated on our Kanban phases. |
|  | Proposal Slides: We worked out a baseline structure for how the proposal will work. Added slides for the terms of reference, scope, management methodology, risks and QA. |

**Next Meeting**

| **Date:**  01/04 | | **Time:**  9:30am |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Proposal Slides | |
|  | Proposal Presentation | |