**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Make progress on the proposal presentation | |
| **Meeting called by:** | Whole Team | |
| **Location:**  Online | **Date:**  01/04 | **Time:**  9:30 |
| **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 Presentation | Whole Team | 2 hours |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Work Scheduled   * Myles will work on the Terms of Reference and introduce us * Yeran will work on the project scope and requirements * Jane will go over the Project Management Methodology & Kanban * Harshil will go over risks * Joshua will go over our QA strategy   Additionally, we’ll probably need to go over our plan for upskilling and future work, which I can finish us up on.  We agreed to meet early on Tuesday to go over the slides in more detail and make sure we all have something to present. |

**Next Meeting**

| **Date: 04/04** | | **Time: 10:00** |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Final touches - Proposal Presentation | |