**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Final Touches for Proposal Presentation | |
| **Meeting called by:** | Whole Team | |
| **Location:**  WZ Level 7 | **Date:**  04/04 | **Time:**  10:00am |
| **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** |
| --- | --- | --- | --- |
|  | Project Slide Work | Myles Hosken | 3 hours |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Made progress on the project slides:   * Team reviewed over each other’s slides   + Added bullet points for terms of reference - Myles   + Cleaned up for less paragraphs - Jane on PMM & Yeran on Scope   + Joshua on QA   + Harshil on Risks * Added more details for upskilling plan   + Yeran to talk about and finish up the presentation * Planned our talking points for each slide |

**Next Meeting**

| **Date:**  **08/04** | | **Time:**  9:30am |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Upskilling Plan | |