**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Review Project Proposal | |
| **Meeting called by:** | Myles Hosken | |
| **Location:**  Online | **Date:**  08/04 | **Time:**  9:30am |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Jane Jung |

**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** |
| --- | --- | --- | --- |
|  | Iteration Planning | Jane Jung | 1 hour |
|  | Develop Milestones | Yeran Edmonds | 1 hour |
| 3. | Move upskilling plan | Whole Team | 30m |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Iterations will have individual tasks for planned future milestones   * Planning and design for expected tasks * Development for each of those tasks * Testing for completed work.   Jane will update the project schedule to be based on iterations.  Note: We are also expecting to include AUT deliverables in our iterations. |
|  | Milestones   * Webapp mock-up is completed and approved by Daniel * Webapp API is accessible from frontend * Wepapp API accesses FactoryIO * Wepapp API accesses PLC * Webapp is viewable and loads within 100milliseconds * Webapp UI designed to mockup/spec * Webapp has authentication and can be logged into * FactoryIO prototype viewable from webapp * FactoryIO prototype controllable from webapp * PLC viewable from webapp * PLC controllable from webapp   We expect to change these but these are a set of draft milestones to work from for our iterations. |
|  | Agreed to meet and do upskilling on the 11/04 |

**Next Meeting**

| **Date:**  11/04 | | **Time:**  3:00pm |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Upskilling plan | |