**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Review Upskilling plan for the break | |
| **Meeting called by:** | Myles Hosken | |
| **Location:**  Online | **Date:**  11/04 | **Time:**  2:00pm |
| **QA:** | **Version:** | **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** |
| --- | --- | --- | --- |
|  | Upskilling Discussion | Myles Hosken | 2 hours |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Firebase hosting exists as of last Saturday but not noted. Officially documented and showed off here.  Myles is taking lead on getting the firebase connection going between the server and the frontend.  Harshil is starting upskilling on React and Firebase.  Jane has delayed her upskilling to focus on the iteration planning and project schedule.  Yeran to start work checking the Factory IO connection works and is possible.  Joshua to start working on Factory IO simulation. |

**Next Meeting**

| **Date:** | | **Time:** |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
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| *Action Items to be discussed in the next meeting:* | | |
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