**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Catch-up and Showcase with team mentor | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  Online | **Date:**  14/04 | **Time:**  3:30 |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Jane Jung |

**Meeting Attendees**

| **Attendees** | |
| --- | --- |
| *Names* | *Representing* |
| Myles Hoskin | Jadcup Team Member |
| Joshua Ladowsky | Jadcup Team Leader |
| Yeran Edmonds | Jadcup Client LIaison |
| Harshil Patel | Jadcup Team Member |
| Matthew Kuo | Jadcup Team Mentor |
| **Absent** | |
| *Names* | *Representing* |
| Jane Jung | Jadcup Team Member |

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Upskilling Showcase | Myles Hoskin | 30m |
|  | Upskilling Plan | Matthew Kuo | 30m |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Upskilling Showcase   * Myles showed off his firebase functionality to Matthew * Yeran showed off Factory IO connection to Matthew |
|  | Upskilling Plan   * NoIP DDNS for the factory IO server * Getting firebase variables showing on the website * Suggestion for NodeRED study for frontend upskilling. |

**Next Meeting**

| **Date:**  21/04 | | **Time:**  3:30pm |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | NoIP DDNS | |
|  | Upskilling Showcase | |