**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Go over Tony’s Proposal Feedback and organize future work | |
| **Meeting called by:** | Yeran Edmonds | |
| **Location:**  Online | **Date:**  29/04 | **Time:**  9:30 |
| **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** |
| --- | --- | --- | --- |
|  | Tony’s Feedback | Myles Hosken | 1 hour |
|  | Work Plan | Joshua Ladowsky | 1 hour |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Tony’s Feedback:  in terms of QA you might need to think about the development practices you will adopt to ensure quality outcomes, for instance determining the "Definition of Done" will be a critical practice in an agile methodology. One reference for key planning practices that may be useful is:  a. Lal, R., & Clear, T. (2021). Three Levels of Agile Planning in a Software Vendor Environment. In Australasian Conference on Information Systems (pp. 1-12). https://aisel.aisnet.org/acis2021/  Your stakeholder table has not included my advised update  P5. refers to appendix 8.6 which is not present?  Your section 9.3 on change management [which is both very formalised and forms based - and I doubt you will actually use], fails to take advantage of the inherent change management in an agile lifecycle, [and the planning cycles as noted by Lal & Clear (2021)] and emphasising concepts of value and flow with Kanban e.g. cf.  a. Ikonen, M., Pirinen, E., Fagerholm, F., Kettunen, P., & Abrahamsson, P. (2011, 27-29 April 2011). On the Impact of Kanban on Software Project Work: An Empirical Case Study Investigation. 2011 16th IEEE International Conference on Engineering of Complex Computer Systems,  b. Dennehy, D., & Conboy, K. (2017). Going with the flow: An activity theory analysis of flow techniques in software development. Journal of Systems and Software, 133, 160-173.  As discussed in the presentation, regular cycles of review with your client would be advantageous to confirm that you are doing the right work with the correct priority at each iteration cycle. So managing client communcation risk needs more emphasis. Clarifying how you define and update your backlog and how you define your user stories to meet the client needs will need more thought as you progress with the project  Key points:   * Change Management * Definition of Done * Managing client risk |
|  | Work Plan:   * UI work and design (Harshil) * Kanban user stories (Joshua) * Reviewing over change management (Jane and Myles) * Getting Factory IO saving sensor data (Yeran) |

**Next Meeting**

| **Date:**  02/05 | | **Time:**  10:30am |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Kanban User Stories | |
|  | Matthew’s intended follow-up work | |