**<Meeting Title Details>**

| **Client/Project:** | **Jadcup Digital Twin** | |
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| **Purpose:** | Discuss future work with Matthew and clarify proposal feedback | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  1 | **Date:**  02/05 | **Time:**  10:30 |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Harshil Patel |

**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 |
| Matthew Kuo | Jadcup Team Mentor |

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Proposal Feedback changes | Jane Jung | 15m |
|  | Planned future work | Matthew Kuo | 15m |
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**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | Proposal Feedback changes:   * Matthew wants to see clear user stories - One per milestones * He agrees that our change management form is unlikely to be followed and wants us to discuss it in the context of Kanban * A clear way to determine how we’re going to mitigate the risk of low client communication. |
|  | Planned Future Work   * Matthew wants to see some sort of website or frontend   + Pass information to Jane and Harshil about website talking to firebase   + Getting node, npm & firebase set up * Matthew wants to see a demonstration of the website   + Yeran to set up FactoryIO and website in the next meeting. * Matthew wants to see some PLC progress. |
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**Next Meeting**

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