**Agenda Meeting**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | **Getting ready for mentor meeting for week 9** | |
| **Meeting called by:** | Myles Hoskin | |
| **Location:**  **Online** | **Date:**  **09/05/2023** | **Time:**  9:00 am |
| **QA:** | **Version:**  **1** | **Minutes Reviewed By:**  **Jane Jung** |

**Meeting Attendees**

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| **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 |
| Daniel Li | Jadcup Client Representative |

**MINUTES DETAILS**

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| Minutes prepared by:  Harshil Patel | Minutes circulation to:  Jacup Team |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Mentor meeting agenda list | Whole Team |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Week 9 mentor meeting agenda list:   * Web application Units on website * Factory I/O - Licensing issue * Worklog book hours |

**Next Meeting**

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| --- | --- | --- |
| **Date: 09/05/2023** | | **Time: 10:00am** |
| *Discussion points for the next meeting:* | | |
|  | Web application Units on website | |
|  | Factory I/O - Licensing issue | |
|  | Worklog book hours | |
| *Action Items to be discussed in the next meeting:* | | |
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