**Proposal Update and Status Report**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | **Proposal updating and working on status report** | |
| **Meeting called by:** | Myles Hoskin | |
| **Location:**  **Online** | **Date:**  **16/05/2023** | **Time:**  9:30 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** |
|  | Updating and confirming proposal | Whole Team |  |
|  | Status Report | Whole Team |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | We went over the proposal one final time before sending it off to Tony (Moderator) and Matthew (Mentor). We made changes to the proposal last night and so we also went over and reviewed the changes that were made as well. |
|  | We also created meeting documentation in the status report, where every member of the team compared each entry, we had made for team and mentor meetings. We throw all the meetings into a single table where they can be visually viewed. As well as mentioning the topic we covered during that meeting. |

**Next Meeting**

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| **Date: 30/05/2023** | | **Time: 9:30am** |
| *Discussion points for the next meeting:* | | |
|  | Status Report | |
|  | Question on Mid-Term Review | |
| *Action Items to be discussed in the next meeting:* | | |
|  | Showcase our work | |