**Week 10 Mentor Meeting**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | **Resolving question with Matthew on issue/problems** | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  WZ1101 | **Date:**  16/05/2023 | **Time:**  10:00 am |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Myles Hoskin |

**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 Llaison |
| Harshil Patel | Jadcup Team Member |
| Matthew Kuo | Jadcup Team Mentor |
| **Absent** | |
| *Names* | *Representing* |
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**MINUTES DETAILS**

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

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Iteration Scheduling | Whole Team |  |
|  | Question & Answer | Whole Team |  |
|  | Status report | Whole Team |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Iteration Scheduling:  We believe it will be beneficial for everyone to spend time together on the Kanban board on Tuesday for each iteration. We can shift the cards around at this time. Every time someone moves a card, they should note WHY they are doing so as well as what they intend to do with it once it is in a column (for example, how they want to develop it).   * the outcomes from the discussions should be this: * last week person - (assigned card) (card location e.g. development) (work done) schedule for this week * person - (assigned card) (card location e.g. development) (card location) (work to do) assuming we're on iteration 3 roughly   Question we ask Matthew:   * Ask Matthew if we need new schedule Ask Matthew about the cards (see trello) Ask Matthew about testing * Ask Matthew for booking * Ask Matthew about meeting minutes (do we need to make all the meeting minutes) * Ask Matthew to review status report (and ask about page count) * Ask Matthew to confirm proposal changes   Status Report:  We tried to get Matthew to look over the status report, however he was running late to something, so he had left 30 minutes after the meeting had started. He did ask us to send it over to him on Friday morning. |

**Next Meeting**

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| **Date: 20/05/2023** | | **Time: 9:30am** |
| *Discussion points for the next meeting:* | | |
|  | Iteration 2 | |
|  | Iteration 3 | |