**Status Report**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | **Working on the Status report** | |
| **Meeting called by:** | Myles Hoskin | |
| **Location:**  **Online** | **Date:**  **20/05/2023** | **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** |
|  | Status Report | Whole Team |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | The team work on the status report covering everything that is required for the status report. We use the PowerPoint slide on canvas as a guide on what needs to be covered and put onto the status report.    The team was able to complete a few points of the status report quickly since some part required was already stated in the project proposal, however the team encountered a few questions relating to the status report like the page count, what is required in some sections of the status report and referencing the proposal. |

**Next Meeting**

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| --- | --- | --- |
| **Date: 23/05/2023** | | **Time: 9:30am** |
| *Discussion points for the next meeting:* | | |
|  | Question on the Status Report | |
|  | Reviewing the Status report | |
|  | Booking a time for the Mid-term review presentation | |
| *Action Items to be discussed in the next meeting:* | | |
|  | Showcase the work done for this week | |