| **Client/Project:** | **Jadcup Digital Twin** | |
| --- | --- | --- |
| **Purpose:** | Status Report Review | |
| **Meeting called by:** | Myles Hosken | |
| **Location:**  WZ1101 | **Date:**  23/05 | **Time:**  11:00am |
| **QA:** | **Version:**  1 | **Minutes Reviewed By:**  Jane Jung |

**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 |

**MINUTES DETAILS**

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

**Agenda**

| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
| --- | --- | --- | --- |
|  | Status Report Work | Myles Hosken | 2 hours |

**Discussion and Decisions**

| **#** | **Discussion and Decisions** |
| --- | --- |
|  | We worked together on updating the status report   * Project recommendations * Change management plan * Addressing proposal feedback * Compile milestone information |

**Next Meeting**

| **Date:**  27/05 | | **Time:**  9:30am |
| --- | --- | --- |
| *Discussion points for the next meeting:* | | |
|  | Review over Matthew’s feedback on the status report. | |