**Week 11 Mentor Meeting**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** |  | |
| **Meeting called by:** | Matthew Kuo | |
| **Location:**  WZ1101 | **Date:**  23/05/2023 | **Time:**  2:13 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* |
|  |  |

**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** |
|  | Question & Answer with Mentor | Whole team |  |
|  | Status Report | Whole team |  |
|  | Presentation Meeting | Whole team |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Question & Answer with Mentor   * 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 * Ask Matthew about risks   Status Report:  The team asked Matthew about what is needed for the mid-term review:   * Do we need to update old plans in the proposal e.g. we updated issue log in proposal * Do we need to update doc in portfolio as well   Presentation meeting: ask Ramesh, can be either next week or week 13 (preferably week 13 6/7 of June) |

**Next Meeting**

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| **Date: 27/05/2023** | | **Time: 9:30am** |
| *Discussion points for the next meeting:* | | |
|  | Try make our progress more linear/steady | |
|  | Send status report/ changes in proposal to Matthew before Friday meeting | |
|  | We must make PowerPoint as well | |
|  | Page numbers are irrelevant | |