**New schedule, Iteration Review and Status Report**

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| **Client/Project:** | **Jadcup Digital Twin** | |
| **Purpose:** | **Making new schedule writing up iteration Review and Status Report updating** | |
| **Meeting called by:** | Myles Hoskin | |
| **Location:**  **Online** | **Date:**  **27/05/2023** | **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** |
|  | New schedule | Whole Team |  |
|  | Iteration Review | Whole Team |  |
|  | Status Report | Whole Team |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | The team wanted a rough idea of what our next semester schedule was, so we open our timetable for next semester to see when we can allocate a new meeting time instead of Saturday. Because Saturday meetings are slowly getting a little bit smaller due to some of the members not being available for the meeting. We made a new sheet and colour out our busy schedule. |
|  | Since we were missing iteration review for both Iteration 1 and Iteration 2. Josh had made a rough template of the iteration review, where we talk about :   * What went well? * Issues and challenges? * Milestone Reports? |
|  | We went over the status and made a few changes like:   * Updating the total hours spent on this project. * Updating and adding to the Appendix. * Adding and removing suggestion made from Matthew |

**Next Meeting**

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| **Date: 30/05/2023** | | **Time: 9:30am** |
| *Discussion points for the next meeting:* | | |
|  | Asking Matthew question | |
|  | Presentation | |
| *Action Items to be discussed in the next meeting:* | | |
|  | Showcase everything we are going to do for the presentation | |
|  | Reviewing the Status Report | |