Group 15 - Anastazia Hunt, Alex Butler, Mihnea Radu and Velichko Donev

13/02/2018 – 17:30 – 18:00 – **Midweek meeting to see how the group members are finding the work.**

**Atendees –**

Anastazia Hunt, Alex Butler, Mihnea Radu

**Apologies –**

Velichko Donev – in London, helping a friend move, unavailable until 9pm.

**Meeting:-**

**What went well:-**

Most members turned up. I completed my work fully and provided evidence.

**What went badly:-**

Alex once again failed to complete his work, povided no reason for lack of work, he stated that there was no reason for his lack of work, as he just kept on forgetting to come into the labs for use of photoshop. I consistently asked all members over email how their work was progressing and I recieved no reply.

Velichko told us all via email that he would not be attending the meeting 15 minutes beforehand.

Mihnea claimed that he could not see his work on Jira so he opened his account up to show me and all of his tasks were there. Work incomplete.

**What can be done to improve the current week:-**

Members must complete the work assigned. Escalation may be required.

**Overall Aim of the weeks sprint:-**

To have a playable prototype.

**Tasks for the current week:-**

**Anastazia’s tasks / 6 hours total:- (completed)**

Concept art for further development – 3h (completed)

Research design theory for further development of art and assets – 3h (completed)

**Alex’s tasks / 4 hours total:- (not completed on time)**

Concept art for further development - 2h (30m remaining)

Research ideas/themes for the game – 2h (1h remaining, issue moved to sprint 2 as was not completed last week)

**Mihnea’s tasks / 6 hours total:-**

Create a HUD (reliant on Alex’s tasks, therefore incomplete as a result of this) – 2h

Progam music tracking using preset songs – 4h (incomplete, claimed he didn’t see the task)

**(Velichko’s tasks / 0 hours total: -**

Rob informed us to include Velichko in the emails but not give him any tasks as he did not attend the initial group lecture.)

He has now attended a meeting so I will be giving him tasks for the next sprint (sprint 3).

**Next meeting –**

The next meeting will be held at 1pm on 16/02/2018 for a minimum of 3 hours.

**Other –**

Escalation of both Alex and Mihnea will occur if they yet again fail to do the work in the third sprint.