Every progress meeting has a simple structure. A member of the team will chair the meeting, and another member will produce a brief minute, using the template shown below.

**COMP09097 Games Development Project**

**Progress Meeting – Live from Antlia -** The game about political debate

**12th September, 9:40 a.m, Lab E113B**

**Those attending**

Michael, TK, Bruno

**Apologies for absence**

**Project Status**: Green

**Work completed since previous meeting**

Not applicable

**Work planned before next meeting**

Gantt charts for both trimesters, Risk analysis, GDD Prototype,

**Any Other Business**

**Green**=On schedule, no problems encountered

**Amber**=Some problems or issues have been encountered and dealt with. The plan may need to be updated.

**Red**=Project stalled. Immediate action is required to get it back on track