2ⁿᵈ Management Meeting Protocol | Experimental Games | 04.04.2020

AGENDA

1. Talk about Cecile's reply

2. Set up Spaces

3. Review time management (continue it?) and protocol of last meeting

4. Discuss whiteboard website

5. Get rid of #documents to enforce Git?

6. Rapid duo brainstorming

7. Mind map categories

8. Content and communication guy, roles and how it went so far

9. Sprint retrospective requirements

10. Daily scrums so far

11. Deliverables and scheduling until Wednesday

1. Project Updates From Cecile

All **presentations** must be **10 minutes** maximum

Evaluation protocol in syllabus does **not matter**

Work **documentation** should be **3 pages minimum**

2. Management & Organization

Set up **Space**

> Sonia Fizek (Media Studies) cannot be invited yet

> Wait with header image until some original art has been done

Discussed **time management** of 3ʳᵈ meeting

> **Estimation** was too **low**, **take upper end** of the range for next meetings

> **Communication** manager will continue **taking** the **time**

Estimated **4ᵗʰ** team **meeting** to last another **3 hours**

Decide to **switch** meeting roles after **each meeting** (A–B–A–B)

Remove #documents channel soon

> **Remind** team in next meeting to use **GitHub**

Decided to **keep** communication and content **roles** after short review

Discuss upcoming **presentation** with team

Facecams or not?

Record presentation **or edit** it in later?

3. Agile Development

Daily scrums need improvement (discuss in meeting)

Still not everything checked from yesterday

Use **one format**

Think of **problems** in a **broad** way

Check your **own** message

Mention things **interfering** with the project (like work meetings, or I need a day for personal stuff)

Structure sprint **retrospectives** in **four parts:**

1. **Play** current **build** and **validate requirements** from last week

2. **Reflect** on **last week** (team answers these questions individually before the meeting)

What went well? (individually and as a team)

How can we make sure to keep that?

What went poorly? (individually and as a team)

How can we avoid it next week?

3. Come up with yes/no **requirements** for **next** week's **prototype**

4. **Remind** team to take **notes** for personal **documentation** at the end

Give away **QA** prototypes **over** the **weekend**

Keep **work** for other team to a **minimum** (**one page** templates)

Discuss the **procedure** with Thiago's team and Moony on **Wednesday, April 8**[th]

Ask Moony if he wants to be **responsible** for **QA**

4. Structuring the Next Meeting

Start with broad **directions** on the **mind map**

Experimental (aesthetics, mechanics, story, other)

Metamorphosis (aesthetics, mechanics, story, other)

Personal preferences

Miscellaneous

Brainstorm with **two smaller teams** (2 people + 3 people)

Work on **same whiteboard**, but in **different calls**

Change **constellation** every **10 minutes**