6th Team Meeting Protocol | Sprint Retrospective | 08.04.2020

1. First Pitch Review

Overall **presentation** went very **well**, but **workflow** was **not optimal**

Most team members wrote **scripts** for their parts and had to do **many takes**

Use **audio** from **individual members** and **visuals** from **one device** next time

> **Video files** do **not** have to be **stored** on the Git anymore

Different **sound problems**

> **Dru**: Continuous background **noise** (probably from computer)

> **Lars**: **Plosives** and sharp sounds

> **Alex & Rob**: Missing **high frequencies**

> **Moony**: Great quality but **low volume**

2. Sprint Post-Mortem

Team aspects

> (+) Took **time** for **concept**

> (+) Individual **concepts** really **progressed** each stage

> (+) Everyone is happy with **general direction**

> (+) Good **communication**

> (+) Team is **committed**

> (-) Long, **exhausting meetings**

> (-) Dissimilar **work schedules**

> (-) **Inequal** distribution of **workload** so far

> (-) **Not clear when** exactly you are **needed** on the work spot

> (-) **No days off** yet

Individual aspects

> **Alex**

>> (+) **Split management** works out

>> (+) Looking forward to develop **visual concept**

>> (-) **Recording pitch** was frustrating

>> (-) **Management** split feels somewhat **imbalanced**

> **Dru**

>> (+) Quarantine **work style** fits personal preferences

(+) **No** team member **took over** the project

(-) **11:00** is too **early** for meetings

(-) **Not sure** what to do on the **day** the **pitch presentation** was prepared

Moony

(+) Was there for **meetings** and **completed tasks**

(-) **Unclear** how much **content** was contributed

(-) **Struggling** with **daily scrums**, how to **balance** being **honest** with **not offending** anyone

Robert

(+) Lot of **freedom** for style of **underlying game**

(+) **Excited** for next stages of **project**

(-) **Stressed** out because of new **job**

(-) Unclear **how much time** there is for certain **tasks**

Lars

(+) Managed to **detach** from **first ideas**

(+) **Visual communication** of important info worked great

(-) Had to lowkey-**crunch** for **first pitch**

(-) **No** proper **feedback** on **other** team members' **concepts**

Points to tackle next sprint

(1) Long, exhausting meetings

➔ Fewer full group meetings, split up planned meetings if estimate is too long, speak up when it is getting exhausting

(2) Missing free time

➔ Add channel on Discord to inform others when taking a day off, remind people to do it

(3) Unclear responsibilities before deadlines

➔ Distribute workload more equally, communicate work schedule more in-depth before major deadlines

3. Next Sprint

Defined **requirements** for the **next build**

Art

First concepts for enemies, bow, environments, developer comments

Define **how art** is **portrayed** in **early stages** and place it in the level

Programming

Basic first-person movement, aiming, and shooting

Rudimentary **health** and respawn **system**

First stationary **enemies**

Basic end of **level goal**

Functional **developer comments**

Game design

First 3D **level prototype** in Unity

Outline of development **stages** portrayed in the game

Fleshed out story **arc**, **characters**, and **narrative** framework **for both games**

Finalized **developer comments** for first stage

Sound design

Free sound **effects** for most **important** gameplay **actions**

Free **mood track** in the background

Set up **board** for **next sprint** on **HacknPlan** and archived previous board

Converted **requirements** into **tasks**

4. Quality Assurance

Moony takes on role of **QA lead**

Dedicate **1 hour per week** to **test** the other group's game **and** give **feedback**

No fixed timeframe for QA, depends on when builds are ready

Send testable **questions to Moony** when they come up

Prioritize questions to **avoid overwhelming** the other team

5. What's Next?

Meet on **Sunday, April 12, 15:00** to discuss individual progress

Robert has to **work Thursday** and **Friday next week**

Come up with **questions** for **mandatory mentoring**

Talk to **Thiago's team** and discuss **QA workflow**