

3rd Management Meeting Protocol | Experimental Games | 10.04.2020

1. Reviewing Management So Far

Management split feels somewhat **imbalanced** and one-sided for Alex

Initiatives and ideas come from **Lars**, **Alex** mostly **reacts**

Not negative per se, especially when sound design tasks become important

Not a problem for Lars so far, will **speak up** if that **changes**

Take **5 minutes before** team **meetings** to go over **agenda** together

Agenda was **not clear last meeting** and caused confusion

Remember to **protocol time** management for **retrospective meetings** next time

No protocol for **QA meeting** with Thiago's team

Not much to write down

Communicate **start date Wednesday, April 22**, to team

Highlight day on **project plan**

Moony and **Chad** are **responsible**

2. Applying Principles from DevOps

Make **everyone responsible** for **importing** and **validating** their **own work**

Add **test scenes** for each member to **avoid source control conflict**

Add **Discord channel** for **QA questions** each sprint, Moony organizes and prioritizes them later

Encourage team to **observe processes** carefully and **identify bottlenecks** immediately

Heroics should be **prevented** at all costs

Time is **not** a **flexible resource**

Reviewing time management will be part of **future sprint retrospectives**

Do **not add** new **tasks during** the **sprint**

If it is **not related** to completing an **existing task**, **add it to** the **HacknPlan backlog**

In the **retrospectives**, the **backlog** is **evaluated** and turned into tasks for the next sprint

Consider **prioritizing tasks** to **focus** on those that make the **most difference**

Adjust internal **feedback loops** to **avoid task switching**

Discuss feedback **within departments first** (sorry, Dru)

Put everything on Git and **tag Discord message** with **'feedback'** if it needs to be **peer-reviewed**

3. What's Next?

Meeting with **art** and **design** department to discuss look of stages and underlying game

Talking points for **mid-sprint meeting** on Sunday

Progress updates from all **departments**

Going from **high-level to low-level** (design -> art -> programming)

Include **Unity project folder** in Git

Settle on **folder structure** and set it up

Explain and discuss **DevOps adjustments** to project management

List **questions** for mandatory **mentoring**

Discuss internal **feedback loops**