agenda

# Preparing for the Planning Stage

23/9/2020

1200 - 1340

Meeting called by: Iain

Attendees: Aiden, Iain, Jak, Ross

Absentees: Stefan

1. Summary of Previous Meeting: Discussed what our game idea is, and what our next steps
2. Agenda

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| Time | Event | **Notes** |
| 1200 | Checklist Overview | Having looked at the checklist created; we are all happy with the tasks required in our planning stage.  “Creation of Project Plan” has been added to the planning section of the checklist |
| Time | Event | **Notes** |
| 1210 | Delegating Tasks | * Aiden - Identifying Physical & Information Resources * Iain - Create Use Case Diagrams * Jak - Research on similar styled games * Ross - Create Project Brief & Create Project Plan * Stefan - Research into implementing Real Time Gameplay |
| Time | Event | **Notes** |
| 1220 | Next Steps | Tasks to be completed for the next meeting and reviewed by peers in the group.  Ross will look into setting up current documentation in our GitLab section. |

## Additional Information:

Original meeting time was *12pm Wednesday*. New meeting time, as of the next meeting is *Tuesday 3pm* to suit everyone’s needs