

MEETING RECORD			
Date: 10/11/22		Place: CS270	
Present: Everyone			
Agenda: Establish base communication methods and start organising team methods			
Meeting Time: 2 hours			
Summary of the Discussion: Assign team roles, Establish group name and logo, organise communication methods			
Action List			
Action No	Owner	Short description of action	Status:
1	Kelvin	Created logo design	Complete
2	Robin	Digitalised logo	Complete
3	Riko	Created team name / Discord	Complete
4	Robin	Created GitHub	Complete
5	Labib	Motivational Speaker	Complete
6	Everyone	Decided on framework to use for project	Complete

MEETING RECORD			
Date: 17/11/22		Place: CS270	
Present: Everyone			
Agenda: Analyse project brief, Create requirement questions for interview			
Meeting Time: 2 hours			
Summary of the Discussion: Completed most of interview questions and organised another group meeting to verify questions before requirements interview			
Reports on Progress to Date:			
Action List			
Action No	Owner	Short description of action	Status:
1	Everyone	Analysed requirement specification and created a lot of questions in preparations for the requirements interview	Complete

MEETING RECORD			
Date: 21/11/22		Place: RCH/018	
Present: Everyone			
Agenda: Interview our client (Tommy Yuan)			
Meeting Time: 30 minutes			
Summary of the Discussion: Had our client meeting that successfully answered our requirement questions			
To do: N/A			
Reports on Progress to Date:			
Action List			
Action No	Owner	Short description of action	Status:
1	Everyone	Asked questions and took notes on responses	Complete

MEETING RECORD			
Date: 23/11/22		Place: Library	
Present: Everyone			
Agenda: Create Gantt chart, organise requirements specification, create UML diagram			
Meeting Time: 2 hours			
Summary of the Discussion: Successfully completed our agenda with a bit more work to be done on the UML diagram			
Action List			
Action No	Owner	Short description of action	Status:
1	Riko	Created Gantt chart showing an update on our progress	Complete

2	Everyone	Finished organising our requirements specification breaking it down into its User, functional and non-functional requirements	Complete
3	Labib + Everyone	Broke down our game on a whiteboard seeing how each component reacts with each other	Complete
4	Robin + Everyone	Started Creating our UML diagrams, we have established which classes we're going to use and started defining our attributes and methods.	Partially Complete

MEETING RECORD			
Date: 24/11/22		Place: CS270	
Present: Everyone			
Agenda: Create Risk management, Format Requirements document			
Meeting Time: 2 hours			
Summary of the Discussion: Success			
To do: Finish organising requirements document and finish risk management document			
Reports on Progress to Date:			
Action List			
Action No	Owner	Short description of action	Status:
1	Amber + Amy	Organised requirements into the desired format	Ongoing
2	Kelvin+Riko	Created risk assessment and mitigation document	Ongoing

MEETING RECORD	
<b>Date: 29/11/22</b>	<b>Place: Library</b>
<b>Present: Everyone</b>	

<b>Agenda:</b> Finish and review Risk management and Requirements document, begin designing website			
<b>Meeting Time: 2 hours</b>			
<b>Summary of the Discussion:</b> Success			
<b>To do:</b> Finish Designing the Website, finish diagrams			
<b>Action List</b>			
Action No	Owner	Short description of action	Status:
1	Everyone	Review requirements document	Complete
2	Everyone	Review risk assessment and mitigation document	Complete
3	Robin	Complete Website	Ongoing
4	Everyone	complete and format UML diagram	Ongoing
5	Amy	Short paragraph on requirements	Ongoing
6	Everyone	Discuss work outline for christmas period	Ongoing
7	Everyone	Create work breakdown	Ongoing

MEETING RECORD			
Date: 08/12/22		Place: Library	
Present: Everyone			
Agenda: Update Gantt chart, designed map			
Meeting Time: 2 hours			
Summary of the Discussion: Achieved all desired goals			
To do:			
Action List			
Action No	Owner	Short description of action	Status:

1	Everyone	Gathered assets which we need of design the map and got a general idea of how it should look	Complete
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MEETING RECORD			
Date: 17/01/23		Place: RCH/105	
Present: Everyone			
Agenda: Create game files and add to github, begin implementation			
Meeting Time: 2 hours			
Summary of the Discussion: Understood what everyone needs to do			
To do: Continue work on implementation			
Reports on Progress to Date:			
Action List			
Action No	Owner	Short description of action	Status:
1	Everyone	Finish creation of initial game files and upload onto github	Complete
2	Everyone	Delegated what everyone needs to do 1. Amy and Amber - Focus on documentation 2. Amy - Setup initial game 3. Kelvin design map and menu 4. Riko - Update logbook, get assets working correctly and basic object interaction 5. Labib and Robin - Setup up collision detection using box2d and clean up code	Complete

MEETING RECORD	
<b>Date: 18/01/23</b>	<b>Place: Library</b>
<b>Present: Everyone</b>	

<b>Agenda:</b> Create game files and add to github, begin implementation, create map demo.			
<b>Meeting Time: 2 hours</b>			
<b>Summary of the Discussion:</b>			
<b>To do:</b> Continue work on implementation			
<b>Action List</b>			
<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	<b>Status:</b>
1	Everyone	Finish creation of initial game files and upload onto github	Complete

MEETING RECORD			
Date: 20/01/23		Place: RCH/105	
Present: Everyone			
Agenda: Continue implementation, continue map asset			
Meeting Time: 2 hours			
To do: Continue work on implementation			
Action List			
Action No	Owner	Short description of action	Status:
1	Everyone	Finish game	Ongoing

MEETING RECORD	
Date: 25/01/23	Place: Library
Present: Everyone	
Agenda: Continue implementation, documentation	
Meeting Time: 4 hours	
To do: Continue work on implementation and the documentation	

Action List			
Action No	Owner	Short description of action	Status:
1	Everyone	Finish game	Ongoing
2	Everyone	Documentation	Ongoing

MEETING RECORD			
Date: 27/01/23		Place: The Pod	
Present: Everyone			
Agenda: Continue implementation, Website			
Meeting Time: 4 hours			
To do: Continue work on implementation Collisions and the documentation			
Action List			
Action No	Owner	Short description of action	Status:
1	Everyone	Finish game - Finish fully assembling food and menu	Ongoing
2	Everyone	Website	Complete

MEETING RECORD	
<b>Date: 30/01/23</b>	<b>Place: The Pod / Home</b>
<b>Present: Everyone</b>	
<b>Agenda:</b> Continue implementation: Refactor code so easier to manage Implement second chef Implement ability to stack items onto plate and serve customer Improve menu system	

<b>Meeting Time: 12 hours</b>			
<b>To do:</b> Finish project report Add music Update gantt chart			
<b>Action List</b>			
<b>Action No</b>	<b>Owner</b>	<b>Short description of action</b>	
1	Everyone	Completed core functionality of game	Completed
2	Everyone	Finished adding correct assets	Completed
3	Everyone	Update architecture components and website	Completed

MEETING RECORD			
Date: 31/01/23		Place: The Pod	
Present: Everyone			
Agenda: Finalise report, finish last aspects of game, make sure game runs on projectors for presentation on friday			
Meeting Time: 4 hours			
To do: N/A			
Action List			
Action No	Owner	Short description of action	Status:
1	Everyone	Update website, including adding the final executable jar file	Completed
2	Everyone	Add last bits of the menu	Completed
3	Everyone	Fully document and comment code	Complete