Creative team collaboration

Meeting Details

Organiser	Waiyaki
Date	Wednesday, 10 July 2024
Time	10:15 – 11:50
Location	MDH (Room 1.54)
Participants	All team Members

Agenda

I.	**Welcome**	⇒ →	Opening remarks. Approve the agenda.	Facilitator: Waiyaki
II.	**Previous Minutes**	→ → ⇒	Recap Summary of previous meeting. Have goals of previous meeting been met including outstanding action items. Rediscuss any incomplete decision points.	Kathi 10:15 – 10:20
III.	**Codecks**	→ → →	Discussion of current usage and challenges Brainstorming session to identify pain points Proposal for effective solutions	Micha 10:20 – 10:40
IV.	**Art Perspective**	→ → →	Presentation of current state of art Team feedback and opinions Identify and solve issues	Victor 10:40 – 11:10
	Break			20 min
V.	**Art & LD**	→ → →	Overview of current initiatives by Art team Overview of current initiatives by Level Design team Discussion on collaboration and alignment	Micha 11:30 – 11:50
VI.	**AOB**	⇒	Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting	Waiyaki
VII.	**Close Out**	→ → ⇒ →	Summarise the key decisions and actions from the meeting. Note undiscussed items to be discussed either asynchronously or in next meeting. Closing remarks. Schedule next meeting or touchpoint.	Waiyaki

Key

→	Informational
→	Discussion topic
→	Action item
⇒	Other

Minutes: Kathi
Chair: Waiyaki

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Pre-Meeting

Date	17.April 2024
Time	09:15 - 11:40

Attendance

@katharinabornemann	@Micha	@Ole Ortmann	@Timon
@Mohammad Sharkawi	@Waiyaki	@zhaoliang zhu	@Fabian
@Angeli Fernando	@Victor	@Ana	@Valeryia

Meeting

Action Items / Decisions

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Minutes

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