# Meeting Details

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| **Organiser** | Waiyaki |
| **Date** | Wednesday, 17 April 2024 |
| **Time** | 9:15 – 11:40 |
| **Location** | MDH (Room 1.54) |
| **Participants** | All team Members |

# Agenda

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| **Welcome** | * Opening remarks. * Approve the agenda. | Facilitator:  Waiyaki |
| **Previous Minutes** | * Recap Summary of previous meeting. * Have goals of previous meeting been met including outstanding action items. * Rediscuss any incomplete decision points. | Kathi 09:15 – 09:20 |
| **Roles** | * Agree on Team structure. * Assign Roles and corresponding responsibilities. | Waiyaki 09:20 – 09:30 |
| **Goals for prototype** | * Key features that make up our game. * Extra Materials (Art, UX, etc.) needed. * Divide tasks into respective roles. | Micha 09:30 – 10:00 |
| Break |  | 20 min |
| **Onboarding 1 GitHub** | * Get all accounts onto both GitHub repositories. * Set up all needed programs associated with unreal project. * Go over file structure and Repo Hygiene (Dos & Don’ts) | Ole 10:20 – 10:50 |
| **Onboarding 2 Documentation** | * Get everyone access to the right confluence space. * Introduce confluence structure and general documentation structure | Waiyaki 10:50 – 11:10 |
| **Onboarding 3 Codecks** | * Get everyone access to Codecks * Cover general PM Structure * Go over expectations and conduct concerning Codecks | Micha 11:10 – 11:30 |
| **AOB** | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting | Waiyaki 00:00 – 00:00 |
| **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 00:00 – 00:00 |

### Key

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| * Informational * Discussion topic * Action item * Other |

# Pre-Meeting

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

### Attendance

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

# Meeting

### Action Items / Decisions

define roles (art + other)

create Miro account for chunchy One → have michas there for everyone to share

focus on using task management this time → Codecks (we need an aswer from them via email)

give leads Codecks access

### Minutes

* Kathi does summary
* we need to define roles
  + Ole is Programming Lead
  + Micha Production/Everything → Design Lead
  + Victor is Art Lead

**Prototype Goals**

* Prototype is due 8. May
  + what do we want to be part of the prototype?
* Multiplayer aspect, friend invite done
* voice chat done
* have hand animation for combat prototype todo
* first iteration of player character todo
* first iteration of modular kit todo
* creature concepts todo
* explore advanced rigging todo
* UI stye testing todo

**About Roles**

* Victor will ask what do you want to do, what can you do?
* see roles in [Home](https://crunchybits.atlassian.net/wiki/spaces/DC) Page

* having concept for 3d modelling will be needed for creature/character
* not so needed for environment → references are enough

**GitHub, Branches → Ole Presentation**

* download UE 5.3.2 + VisualStudio 2022 + GitHub Desktop

How different branches work in GitHub

* Ole explains how GitHub works
  + you can clone files fromGitHub to your computer, you can push files, other people can pull
  + in code it is not that hard to fix merge conflicts → just edit code lines
  + in UE you need to leave files untouched
  + in checklist, only select files you have been working on to push (deselect the ones you didn’t work on)
* How Branches work
  + Main will only be used for milestones
  + Dev branch will be the latets version of the game
  + then each person has their own branch
    - and merges into dev
* if you have questions about commiting → ask programmers before pushing anything
* we also have an Assets Repository, where everyone has their own folder and we can share files easily

**Confluence**

* Waiyaki explains how we will work with Conflunce
* use one pagers instead of full text → but if full text needed to flesh out ideas then go for it
* use task management → [Codecks](https://www.codecks.io/)