# Meeting Details

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| **Organiser** | Waiyaki |
| **Date** | Wednesday, 10 July 2024 |
| **Time** | 10:15 – 11:50 |
| **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 10:15 – 10:20 |
| **Codecks** | * Discussion of current usage and challenges * Brainstorming session to identify pain points * Proposal for effective solutions | Micha 10:20 – 10:40 |
| **Art Perspective** | * Presentation of current state of art * Team feedback and opinions * Identify and solve issues | Victor 10:40 – 11:10 |
| Break |  | 20 min |
| **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 |
| **AOB** | * Address any remaining topics, concerns, or questions not covered in the agenda or that came up during the meeting | Waiyaki |
| **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

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

Minutes: Kathi

Chair: Waiyaki

# Pre-Meeting

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| 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

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### Minutes

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