Smilewire Meetings Outline

# All Meetings Requirements:

* Designate at least one person to take notes on what was/is talked about during the meeting, these notes should be posted on teams in the meeting notes folder

# Production Meeting:

* Discuss whether any discipline is falling behind and how to catch them up or rework tasking
* Discuss any issues which may affect the whole team and need to be solved, create a plan to solve them
* Discuss progress of current milestone and if applicable do some planning for next milestone
* Look at clickup tasks and ensure that everything is following the correct formatting and that all tasks make sense

# Director Meeting:

* Producer will have a specific agenda of important issues to go through first
* Discuss whether any particular members are having issues of any kind and what needs to be done to help
* Discuss whether there were any issues with tasking that week, whether anything was late, whether there was confusion, etc.
* Discuss anything important that came up in discipline specific meetings
* Discuss progress of current Milestone and discipline specific aspects

# Discipline Meetings:

* Ask each member how their tasks are going and whether they have any concerns/blocks/issues, these will be documented and brought up in next director or all hands meeting. If it is extremely important it will be brought to the other directors and producers attention immediately.
* Discuss tasking for next week and make sure everyone knows what they’re working on, who they’re working with, any specific requirements it may have, and when it is due
* Ensure that all content generated by members that week is following both the discipline-specific pipeline and general QA pipeline

# All Hands Meeting:

* Producer will have specific agenda of important issues to go through first
* If any members/strike forces made any big accomplishments they will be asked to share with the team
* Show/encourage everyone to look at the current build to get an idea of where progress is
* Encourage anyone to bring up concerns, suggestions, or feedback about almost anything

# Tech Meeting Specific:

# Design Meeting Specific:

# Art Meeting Specific: