

Meeting Agenda

Date: 2015-03-23

Facilitator: Jesper Olsson

Participants: Fredrik Bengtsson, Jesper Olsson, Anton Strandman, Ulrika Uddeborg

Objectives:

§1.1 Decide the norms of the group

§1.1.1 Decide what enables co-operation inside the group.

§1.1.2 Decide what the group's level of ambition is.

§1.1.3 Decide the culture of the meetings.

§1.1.4 Decide how decisions are made.

§1.1.5 Decide how the group should handle exceptions to the norms.

§1.2 Decide what the project should be

§1.3 Decide when and how to work

§1.4 Decide means of communication

§1.5 Decide who will do what before next meeting

Reports:

There has been no previous meeting

Discussion items:

Referring to the paragraphs above:

1.1. All members agrees that arriving in time to meetings is expected. The ambition level is high from all members. The opinions of the meeting culture was different among the members. Some members prefer well defined longer meetings at regular intervals, while others prefer informal daily short meetings of a more informal character, the latter became the norm.

1.2 All group member agree on the overall plan of the game, although several discussions occurred regarding details.

1.3 All members agree on the schedule.

1.4 All members agree on the terms of communication.

1.5 All members agree on what to work on for the next meeting according to the road map.

Outcomes and assignments:

Referring to the paragraphs above:

1.1 Decide the norms of the group

1.1.1 Decide what enables co-operation inside the group.

In order to cooperate, all group members should actively:

- Participate in the communication
- Follow given time frames
- Help each other out
- Follow established structure and planning
- Give each other constructive criticism

1.1.2 Decide what the group's level of ambition is.

- The group's ambition is to create a project worthy a grade of 5.

1.1.3 Decide the culture of the meetings.

- Each member should participate in as many meetings as possible. The culture of the meetings is as follows:
 - At least two meetings should be documented a week
 - All participants should be on time
 - No private calls or text messages are allowed

1.1.4 Decide how decisions are made.

- Decisions are reached from discussions. Major decisions should be documented.

1.1.5 Decide how the group should handle exceptions to the norms

- If a member breaks the norms of the group, this should be discussed.

1.2 Decide what the project should be

- The project will be a 2D sidescroller game set in a 3D environment

1.3 Decide when and how to work

- The group should work together at each free period between 08:00-16:00 Monday to Thursday. On Fridays and the weekends each member should work according to her own schedule.

1.4 Decide means of communication

- The group will mainly communicate through the apps *Supertext* and *Trello*.

1.5 Decide who will do what before next meeting

- Read PM - Jesper Olsson
- Set up git - Anton Strandman
- Setup development environment - Anton Strandman
- Learn Maven - Everyone
- Thinking about the game - Everyone
- Animate models - Not a priority, postpone for later

Wrap up:

There are no unresolved issues for the next meeting.

Next meeting will be on Thursday 2015-03-26