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- How are you feeling about this?
- Do you have any questions, comments, concerns, or ideas?
- What do you think you can get done between [2 dates]?
- What is usually your biggest obstacle, if you can think of one?  
What can I do to support you and alleviate your concerns?
- Can I give you a little update on the team progress.
- Where's your social & emotional battery at?

Ask ourselves:

- What are our biggest risks/concerns, and what can we do to mitigate them?

## Overarching Goals:

- Writing/Storytelling
  - Is there dialogue?
  - Is there narrator dialogue?
  - How many different locations/scenes are there?
  - How many characters are there?
  - Does anything trigger a "game over" scene?
  - Do any decisions impact the story/environment?
- Art/Design
  - How many boxes?
  - Can we create a Solid Standard/Template for texturing so that we can have many textures?
  - What will the unit measurement be for these assets in the modeling & texturing software?
  - What is the file structure for storing these items in unity?
  - What is the process for rigging & animating?
  - How can we keep the art style relatively consistent?
  - Maybe have a meeting/presentation that quickly explains how assets will be shared & what the standard is for uploading.
    - ↓  
Nikki can make a very basic slideshow for this

## • Programming

- Identify specific deliverables with respect to a timeline & scalability. very important as this application grows.
- Bridge a gap between creatives & techies?
- We need DETAILS! Poke ideas to identify specifics. The devil's in the details!

## • Planning

- Add specific tasks to the Trello board with clear details & assignees.
- Flush out a tentative timeline of deliverables to keep us on track.

To do (in relative order)

1. Set up ChatFit for meeting with team members.

2. Outline a specific list of questions to ask each person / group of people

3. Create a short but sweet Slideshow on the Standards & practices of uploading & sharing assets. — Nikki

4. Have an idea / pattern in mind of how notes will be compiled

↳ remember name, date, role, stuff like that. — Chris