**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT**

Date of Meeting: 20/03/2019

Time of Meeting: 9:10AM

Attendees: Sam McMillan, Peter Vaughn, Charles Gillard

Apologies from: Alexandru Slav

**Minute Taker:** Sam McMillan

**Item One: - Postmortem of previous week**

**What went well:** Levels have been developed and the game is now in a fully playable state ready for playtesting. Concepts for a main protagonist were developed, and 3 levels were made. Playtesting can now start this week. The prefabs for level development in our Unity project are also now complete, making future level design far easier.

**What went badly:** Jira was down for the week, so a formal sprint was never set. Members were made aware of their tasks over Discord. Due to the constant changing of the projects mechanics, Jordan advised against making any more levels throughout the week except for the 1 I developed. Charles has still been having trouble with his Wi-Fi at home, so has not been able to make commits to GitHub.

**Feedback Received:** It has become clear that myself and Charles have not been logging work in Jira properly. As such, it looks like we have not done any work. **For future reference, I have done 6h 45m of unlogged work on Jira, Charles has done 4h, and everybody has an additional 21h of unlogged game jam work, except for Alex who would have 18h of game jam work,**

**Individual work completed:**

**Sam McMillan:** Managerial tasks and level design. Intended to make more levels but was advised off of it by Jordan due to the updates to the prefabs later in the week.

**Peter Vaughn:** Updated prefabs throughout the week in Unity to make level design easier, as well as level development.  
**Alexandru Slav:** Currently in Romania away from work; no proof of work  
**Charles Gillard:** Assets for a third outside area developed but not committed to GitHub.

**Item Two: -**  **Overall Aim of the current week’s sprint**

By the end of this week we will have feedback from playtesting to work from, and a number of levels, enough to fill the first office section of the game.

Tasks for the current week:

**Sam’s tasks:** Gather playtesting feedback, and create 3 levels in the Unity project.  
**Peter’s tasks:** Gather playtesting feedback, and create 2 levels in the Unity project.  
**Alexandru’s tasks:** Gather playtesting feedback, and create 2 levels in the Unity project.   
**Charles’ tasks:** Gather playtesting feedback, and create 1 level in the Unity project. Additionally, start development of a main character, with moodboards and a first draft asset.

**Meeting Ended:** 9:54AM