**Meeting Agenda**

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| **Date & Time**  MEETING #1  01/08 2:00PM | **Who Attended:** | Nathan C, Rachael B, Jay H, Michael M, Long N |
| **Tasks Due:** |  |
| **Tasks Completed:** |  |
| **Problems:** |  |
| **Meeting Summary:** | Discussed what project idea to work on as a group & mutually agreed upon developing a game. |
| **Link to Recorded Meeting:** | <https://web.microsoftstream.com/video/c8460d61-dfef-4efc-9abc-432a70d92098> |
| **Date & Time**  MEETING #2  04/08 9:00AM  (w/Ivan) | **Who Attended:** | Nathan C, Rachael B, Tanya T, Jay H, Michael M, Long N |
| **Tasks Due:** |  |
| **Tasks Completed:** |  |
| **Problems:** |  |
| **Meeting Summary:** | Briefing Tanya with the project idea that was discussed in the previous meeting – the type of game, features & ideas, the format, PC or mobile etc. |
| **Link to Recorded Meeting:** | <https://web.microsoftstream.com/video/931afbca-b277-4396-b8e5-e4a6b0b94011> |
| **Date & Time**  MEETING #3  06/08 4:30PM | **Who Attended:** | Nathan C, Rachael B, Tanya T, Jay H, Michael M, Long N |
| **Tasks Due:** | Come up with narrative for the game and mutually agree on a concept with the entire group. |
| **Tasks Completed:** | Decided on a solid idea ready to pitch with Dr.B |
| **Problems:** |  |
| **Meeting Summary:** | Discussed the narrative and theme of the game – finalising ideas so that everyone is on the same page for the pitch with Dr.B on 07/08 at 11:00AM. |
| **Link to Recorded Meeting:** | <https://web.microsoftstream.com/video/53cec24b-2311-434a-8e33-ef32f27ed218> |
| **Date & Time**  MEETING #4  07/08 10:30AM (11:00AM w/ Dr.B) | **Who Attended:** | Nathan C, Rachael B, Tanya T, Jay H, Michael M, Long N |
| **Tasks Due:** |  |
| **Tasks Completed:** |  |
| **Problems:** | Meeting time mix up? – Other groups had also booked a meeting with Dr.B at 11AM; we rescheduled for 11:15AM instead |
| **Meeting Summary:** | Called 30mins prior to the meeting with Dr.B to go over the pitch – however due to being in a rush, we were unable to properly pitch our ideas. |
| **Link to Recorded Meeting:** | Pre Meeting w/ Dr.B <https://web.microsoftstream.com/video/ff71527f-fe09-4308-8fd8-aca1f112f557>  Meeting w/ Dr.B  <https://web.microsoftstream.com/video/a65cb3a2-0708-4279-bbec-e7e6de7a1661> |
| **Date & Time**  MEETING #5  08/08 11:00AM | **Who Attended:** | Nathan C, Rachael B, Tanya T, Jay H, Michael M, Long N |
| **Tasks Due:** | Create a group contract with everyone |
| **Tasks Completed:** | Mutually agree with the group contract & update our Trello board progress |
| **Problems:** |  |
| **Meeting Summary:** | Discussed feedback from Dr.B in the previous meeting and developed a group contract together. Also discussed what tasks we aimed to get done by the next meeting; Team Profiles and come up with a name for the game. |
| **Link to Recorded Meeting:** | <https://web.microsoftstream.com/video/ababa016-9e9a-4fc0-a224-c6db066c2b51> |
| **Date & Time**  MEETING #6  11/08 9:00AM (w/Ivan) | **Who Attended:** | Nathan C, Rachael B, Tanya T, Jay H, Michael M, Long N |
| **Tasks Due:** | Team Profiles (written & upload to GitHub)  Fill out Week 3&4 personal Trello cards |
| **Tasks Completed:** | Team Profiles |
| **Problems:** | Made slow progress on the actual assignment – leaving us with little time to work on everything.  Not enough individual work completed. |
| **Meeting Summary:** | As a group, we went through the assignment content together jotting down ideas for each point and then assigned each person to a task.  Ivan was marking individual progress that each of us has contributed. |
| **Link to Recorded Meeting:** | <https://web.microsoftstream.com/video/8109f136-e850-49c8-b74e-169f630bb16a> |
| **Date & Time**  MEETING #7  14/08 10:30AM | **Who Attended:** | Nathan C, Tanya T, Michael M, Long N |
| **Tasks Due:** | Complete at least half the assignment & upload work onto |
| **Tasks Completed:** | Upload team profiles & picture onto GitHub, resources & tools, beyond current capabilities, risks, group contract. |
| **Problems:** |  |
| **Meeting Summary:** | Discussed everyone’s progressed with the assignment, and any concerns/queries we had with the remaining tasks we had left to work on. |
| **Link to Recorded Meeting:** | <https://web.microsoftstream.com/video/6f0478c8-e3c8-4f6f-9a88-553fcc984513> |
| **Date & Time**  MEETING #8  15/08 2:00PM | **Who Attended:** | Nathan C, Rachael B, Tanya T, Jay H, Michael M, Long N |
| **Tasks Due:** | All written content. |
| **Tasks Completed:** | Remainder of the assignment; description, workload, project timetable, meeting agenda, project motivation, collaborative work space etc. |
| **Problems:** |  |
| **Meeting Summary:** | Went through every part of the assignment and discussed what everyone has completed or if they had any problems with anything. Everyone was uploading the tasks they completed onto GitHub, and was required to HTML code their portion of work (without CSS) so that it’ll be easier to combine the assignment. |
| **Link to Recorded Meeting:** | <https://web.microsoftstream.com/video/88e3a9b9-5818-4046-bb94-c5598407632a> |