**Cast-Aside Meeting Minutes**

Date and Attendees

Date: 14th November 2023

Time: 09:18 – 09:51

Attendees: Mike, Adam, and Richard

**Individual Updates**

**Mike:**

Completed the Game Design Document (GDD)

Next Steps: Incorporate images into the GDD and refine the pitch deck.

**Adam:**

Progress on in-game menu, which will be adapted for the main menu.

Next Steps: Ensure seamless integration and user-friendly navigation.

**Richard:**

Faced challenges with key rebinding feature.

Next Steps: Liaise with Adam to implement in game menu into main menu..

**Weekly Goals**

Primary Objective: Ensure 30 minutes of playable content.

Focus on mechanical functionality to achieve a complete 30-minute gameplay experience.

Mid-week check-in to assess progress in session on Thursday 16/11/2023

Secondary Objectives:

Enhance replayability by integrating unlockables.

Conduct thorough bug checking.

Adam to implement puzzles and integrate them into the UI.

Address lighting issues in the game scenes to optimize performance and aesthetics.

**Specific Tasks**

Trailer Creation:

Richard:

No voiceover required.

Create a 1-minute trailer using a duplicated main scene and cinemachine dolly cam.

Record multiple playthroughs and select the best footage for the trailer.

Marketing:

Mike:

Finalize the marketing plan.

Audio:

Richard to source audio for movement, background music, and sound effects.

Final Note

Overall Aim: Get the game as complete and polished as possible.

Focus on refining gameplay, UI, and overall user experience.

Regular team check-ins to monitor progress and address any emerging issues.