**DMC**

**DATE: 24 September 2018**

**TIME: 14:00 – 19:45**

**ATTENDEES** Tom Gibbs, Elliot Chester, Henry Crofts

***GROUP MEETING @ PROGRAMMING LAB, ATRIUM***

**Meeting Aim:**

* Finalise task priorities for timeline using development plan
* Create task timeline
* Set up/join unity collaboration project
* Add all tasks to Jira and assign them to the appropriate team member with estimated completion times as agreed by team

**Meeting Minutes:**

All team in attendance.

Team discussed brief impromptu meeting with Rob this morning. Following Rob’s advice, the team will produce a timeline overview of the projects tasks in addition to the development plans already produced. This will be sent to tutors for review, with other requested material as soon as possible.

Team reviewed development plan and task list to agree on and create a task timeline.

The team used the room whiteboard to group and prioritise existing tasks, assigning tasks with overlap to the same team member to reduce possible code confusion later in development. (whiteboard photos to be attached in the group repository).

After several attempts, team agreed on the final draft of the development timeline.

Team agreed that for clarity within JIRA (attempting to avoid confusion for lecturers), any tasks referencing the production of 3D models will be removed as currently the team plan to outsource all models. The team will continue to monitor production of these models from outside sources to ensure they are received by the promised deadlines.

Team began repopulating JIRA with newly prioritized tasks. Team were forced to leave meeting before fully completing population of tasks due to the time and outside commitments.

Before leaving, Henry advised Peter Paterson had responded to our latest message. Team agreed Henry is to respond to Peter requesting a meeting is scheduled as soon as possible (likely the 2nd week of October, due to Peter’s schedule).

Looking ahead to the final weeks of the project, the team contacted Tom Ranson to confirm whether the university is able to help with printing high quality AR trigger material. Tom Ranson responded quickly advising his lab lacks the equipment to provide this.

Team are confident all members share an understanding of the project timeline, development plan, all tasks and task priority. Team will complete population of their own tasks independently before the end of Tuesday 25 September so requested material can be forwarded to Rob along with confirmation JIRA backlog tasks have been added in full.

**Tasks for the current week:**

* All - Finalise task priorities for timeline using development plan
* All - Create task timeline
* All - Set up/join unity collaboration project
* All - Add all tasks to Jira and assign them to the appropriate team member with estimated completion times as agreed by team