**DMC**

**DATE: 08 October 2018**

**TIME: 13:30 – 16:00**

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

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

**Meeting Aim:**

* Review rescheduled meeting with Peter Paterson
  + Subsequent impact this will have on the week’s priorities
* Confirming group tasks
* Identify what is needed to present to Peter Paterson

**Meeting Minutes:**

All team in attendance.

Meeting organized in response to Peter Paterson’s late reply – rescheduling our meeting to Thursday 11 October. The meeting now a week ahead of the anticipated revised date, after it initially had to be rescheduled for a group member’s changed circumstances.

(recap) Prior to this meeting, to accommodate the first rescheduling, the team agreed to work through Sprint beginning 15 October (as per project timeline document) during the week beginning 8 October. When the 15 October tasks were complete the team would then commence project timeline goals starting 8 October on the week beginning 15 October.

The team had anticipated meetings would be held with the 3D artist and the client in the same week – to relay the information directly to the client. Because of the second rescheduling, the team is left with too small a period to give the client reasonable notice to meet in the same week.

Team agree that the week’s tasks must take a larger deviation from the project timeline.

Henry advised that even though he is finishing the current sprint’s tasks in addition to the previous sprint’s tasks – he does not feel that his workload needs to be reduced in order to allow for the planning and attendance of our meeting with Peter. Henry explained he had begun looking into his tasks from the previous sprint and there is significant overlap into his tasks from the current sprint. He expects to be able to complete both sets of tasks in close to half the time the team had initially estimated.

Team will close the revised sprint. Allocate revised times to Henry’s tasks. Reprioritize tasks contained in both the 8 October and 15 October sprints and repopulate a new sprint to run from Monday 8 October – 12 October.

Team agree tasks have been prioritized appropriately.

Team highlighted essential application features that must be in place within the prototype to show Peter at our meeting.

* AR camera
* AR ID script
* AR model window templates
* Menu animations
* Screen transitions

To ensure these features are functional within the latest build, the team will meet again on Thursday afternoon, immediately following the level 6 session (approximately 13:00).

Team to travel in Henry’s car to Diss from Atrium, attend meeting with Peter, Henry to drop team off at train station after Peter’s meeting.

**Tasks for the current week:**

* **HC: Complete final version of side menu animations (1 October sprint task)**
* **HC: Side menu animations and transitions (15 October sprint task)**
* **HC: Prepare application and discussion points for negotiation of work with 3D modeller (8 October Sprint task)**
* **EC: Create reusable template inset AR sequence effect (15 October sprint task)**
* **EC: Prepare application and discussion points for negotiation of work with 3D modeller (8 October Sprint task)**
* **TG: Collection screen menu functionality and transitions (15 October sprint task)**
* **TG: Prepare application and discussion points for negotiation of work with 3D modeller (8 October Sprint task)**

**Detailed task breakdown, task descriptions and time estimates added to JIRA sprint.**