**DMC**

**DATE: 11 October 2018**

**TIME: 19:00 – 19:50**

**ATTENDEES** Tom Gibbs, Elliot Chester, Henry Crofts | Peter Paterson

***EXTERNAL MEETING @ DISS,***

**Meeting Aim:**

* Discuss project goals with Peter
* Clarify Peters availability to produce assets for the team
* Negotiate assets for Peter to produce with associated due dates
* Determine necessary information to provide to Peter

**Meeting Minutes:**

All team in attendance. Team arrived 20 minutes early as planned.

Peter arrived, team introduced themselves.

Team presented project progress to Peter. Team demonstrated prototype app, alongside annotated documents showing each application screen, feature and transitions between them. Team explained that the UI and 3D effects currently in place are placeholders to test functionality, and these are the assets we would like to be produced.

Once team was satisfied Peter understood the project, the visual assets needed were discussed in more detail.

Peter’s portfolio was used as a reference when discussing the possible specifications for models. Peter’s portfolio contains airship models he has created previously which allowed for easily understandable comparison between real world expectations and our requests.

How long Peter took to produce portfolio pieces was discussed, and proportionally how much of this time was spent modelling to minimum viable model, polished model, complete model and texture.

Peter advised he normally allocates a maximum of one hour per weekday, two hours per day during weekends to modelling projects. Giving a good estimate of his expected timeline.

Discussion moved to specifics of models needed, how they need to be produced for specific use in the application and the model limitations required because of the platform for release.

Possible user perspectives, interactions, whether interior/exterior views would be required, scale of objects for focused AR sequences and level of detail needed were all discussed.

Through negotiation it became apparent that as well as specifying the specifics of assets needed - it was equally important to advise what the team did not want to receive, to avoid confusion.

Peter understands that the models needed do not to be as detailed as his usual models (because of mobile platform and limitations of hardware). Team will review and test maximum polycount and advise Peter shortly.

Team advised peter models would need to be exported as .fbx or .obj format and textures and .png for compatibility with Unity.

Client deadlines were shared with Peter (all physical final assets and full function application to Diss Museum by 1 March 2019 (possibility to push assets to application until 1 May 2019).

Using points discussed so far, team negotiated a realistic completion timeline for Peter for an approximation of the level of detail discussed. If no need for future amendments, completion prior to Christmas 2018.

Team agreed to send Peter a list of specifications for the models needed, including:

* Polycount
* Model file type
* Texture file type
* Texture size
* Descriptions of models we expect (also including what we do not expect)
* Basic mock ups of potential scenes the models will be included in

All parties agreed best way to keep in contact will be via a group chat rather than a single point of contact. Team will set up group messaging and invite Peter.

Team will then send document with specification to Peter and finalize expected completion dates.

Peter expressed his eagerness to produce more models if needed, team advised this will be requested if needed (if not obtained/produced already by team, and Peter is able to produce assets agreed by the deadline agreed).

Next team meeting scheduled for 13:00 Friday 12 October, for sprint review 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.**