**DMC**

**DATE: 19 October 2018**

**TIME: 14:00 – 14:50**

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

***GROUP MEETING @ A216, ATRIUM***

**Meeting Aim:**

* Discuss current sprint
* Review correspondence to Peter
* Review correspondence to Basil (client)

**Meeting Minutes:**

Team meeting arranged to address issues with task amendments in yesterday’s team meeting.

All team in attendance.

Team reviewed work completed this week – all members completed their assigned tasks during the sprint. Due to amending one task this sprint as the team realised a revised format would be better for the client, there is some overhang of tasks to be completed over the weekend before start of the next.

Team decided in last meeting that a video recording of the application in use, with a voice-over provided by Tom would be the most appropriate way of presenting the client update.

The team attempted recordings using multiple devices, so the application could be presented, but soon found the best solution would be to screen-record a single device. This means that the video file will need to be edited to include overlaid effects to ensure the client does not misunderstand what is being spoken about. Elliot volunteered to edit the video as he has experience and owns the software required.

As soon as Elliot has finished editing the recording, Tom will package this with the rest of the material prepared for the client update, and forward this onto the client.

Because of the change in approach by the team late in the sprint, the editing of the video was not previously accounted for in allocated task times. For this reason, the team agreed that Elliot can complete the editing task over the weekend. Elliot advised he has part-time work over the weekend, so task completion may be delayed until Sunday evening.

Video editing task currently blocks Tom from sending the client update. Team expect Elliot’s task to be completed by close of the weekend, with Tom updating the client after (absolute worst-case scenario sprint tasks are completed by next DMC group meeting at next group meeting, Monday 22 October 2018.

Requirements specification has also been prepared for forwarding to Peter, though the team became aware of potential licensing issues which may restrict how the team is able to deploy the application if they are included.

Team has contacted Peter to request clarification of this. Once confirmed the prepared requirement specification will be forwarded to Peter.

Team in agreement that despite having to deviate from the project timeline to accommodate changing priorities, accommodate Peter’s schedule as well as the addition of new necessary tasks – the team are on track as per project timeline.

Next team meeting arranged for Monday 22 October @ 11.00.

Team reviewed upcoming tasks as per the project timeline and agreed defined tasks are still appropriate as per both the ultimate project goals and highest priority work. New tasks will be negotiated, and JIRA populated at next group meeting once team have confirmed specification received by Peter and Client update has been delivered.

**Tasks for the current week:**

* **HC: Add information panel templates to the prototype scene, then prepare animated transitions from the collection menu to each information panel (new task)**
* **EC: unlock corresponding panel in collection menu and show button on camera screen (22 October sprint task)**
* **EC: when trigger has been detected in by the device camera, display a button in the scene which will take the user directly to that items information panel (22 October sprint task)**
* **TG: Collection screen menu functionality, to effect cat mascot (new task)**
* **All: Provide Client with a video of the updated prototype, explanation to accompany video and expected work over the next month (8 October sprint task)**
* **All: Create group chat with Peter Paterson and provide specification for production of assets (8 October sprint task)**

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