**DMC**

**DATE: 22 October 2018**

**TIME: 12:00 – 15:00**

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

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

**Meeting Aim:**

* Review weekend tasks, confirm complete
* Review project timeline, prioritise tasks for current sprint, negotiate and assign tasks

**Meeting Minutes:**

All team in attendance.

Team reviewed weekend work/correspondence.

Elliot was able to confirm the video editing task was completed as of Saturday evening, via discord. Team acknowledged via discord voice call. Tom and Henry made Elliot aware that due to a Wedding taking place Saturday-Sunday, and with both having allocated Sunday to group project tasks, that the project update will be sent to the client on Monday morning due to their availability.

Team agreed that Elliot’s task to prepare the video was complete and his remaining weekly task can be advanced to done. Remaining team tasks will remain in in-progress until the update it with the client on Monday.

***Tom forwarded all material for client update to Basil at Diss Museum during this meeting.***

***Client replied to email during meeting.***

Client advised they are happy with prototype, though “Whoopsie the cat” should be correct to “Wopsie the cat”. One of the client’s primary aims was to maintain historical accuracy throughout the application. From conducted research, the team believes the correct cat name is “Whoopsie”. Team prepared email to client, with references, that they believe “Whoopsie” is the correct name. ***Tom replied to client’s email, will advise team when response is received.***

Peter confirmed that his license allows for distribution of his models and textures up to a profit threshold of USD100,000. No profit will be made by any party because of this application. Knowing that Peter’s assets are legally fit for purpose.

***Product specification was sent to Peter during the meeting, team are awaiting his response.***

Team arranged tutor meeting with Rob to get feedback on project progress. Rob advised that if the team formally request a project review via email, Rob will review and provide feedback. Rob advised that this process may take in excess of one week.

Rob also requested that a written document containing the groups end goals (what will be complete by the end of marked project, December) be provided so that the project scope can be reviewed.

Team would like feedback as soon as possible so will email Rob with a request. Team will ensure that all group discord logs, client emails and FacebookMessenger&WhatsApp (Peter Paterson) logs are uploaded to the team repository.

**New folder in root of repository called ‘Correspondence’ will be created to contain client correspondence, external correspondence and group discord chat logs.**

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.

Team reviewed upcoming tasks as per the project timeline and agreed defined tasks are still appropriate as per highest priority work – though team has been able to complete tasks at a faster rate than anticipated. Project timeline details all tasks required to complete project.

**Team agree that the best approach is to attempt to maintain faster pace and assign tasks from future sprints if members have capacity. If timeline tasks are completed ahead of December end date, the team will polish the application to give a more seamless user experience.**

Team negotiated tasks for the current sprint, as well as the estimated completion time for each.

Tasks to add correspondence to repository will be added to sprint as discussed.

Tom to implement mascot functionality (mascot art not yet received).

Henry to complete settings menu tasks. Information screen text box task brought forward from 29/10 sprint.

Elliot to add functionality in previously produced camera script to collection menu. Help screen tasks brought forward from 29/10 sprint.

Team incorrectly began JIRA sprint during the team meeting. Sprint was closed in order to add ‘addition of correspondence’ tasks which the team had overlooked while in the backlog.

Tom to populate JIRA.

Next team meeting arranged for Friday 26 October @ 13:30.

**Tasks for the current week:**

* **HC: Add agreed ‘volume control’ functionality to application, within the settings cog menu of the side panel menu**
* **HC: Begin implementation of ‘battery saver’ mode within settings cog menu of the side panel menu.**
* **HC: Create information screen scrolling text and image script.**
* **HC: Upload Peter Paterson facebook correspondence to repository.**
* **EC: unlock corresponding panel in collection menu and show button on camera screen.**
* **EC: create help screen animations**
* **EC: create script to effect help screen animations according to user actions**
* **TG: Implement ‘Cat Mascot’ contextual appearance, information and animations.**
* **TG: Add client emails to group repository.**
* **TG: Add reporter emails to group repository.**
* **TG: Add Peter Paterson WhatsApp correspondence to group repository.**
* **All: Review document detailing project “End Goal” to be provided to Rob.**
* **All: Meeting to review sprint work and decide future tasks for project at close of sprint.**

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