**DMC**

**DATE: 19 November 2018**

**TIME: 16:00 – 18:15**

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

***GAMES LABS, COMMON ROOM***

**Meeting Aim:**

* **Review project timeline and development plan, assign tasks and negotiate completion times**
* **Arrange client meeting**
* **Begin preparation of client presentation**
* **Respond to Peter (external modeller)**
* **Conduct playtesting (regarding functionality only)**
* **Aim to obtain tutor feedback**

**Meeting Minutes:**

All team in attendance.

Tom and Henry shared with Elliot that DMC feedback had been requested from Rob at the end of their group project session earlier in the day. Rob advised feedback should be provided within the week.

Now application functionality has been implemented, team agree that playtesting before final visual assets are included will allow team to test robustness of implemented code.

Playtesting task negotiated with team. All agree that each member should have the application playtested by a minimum of 6 people who have not interacted with the application previously. Each member will observe how their playtesters interacts with the application in its current state – before asking the playtester to try and break the application if no issues occur.

Each team member will record the playtester’s comments, questions, actions and how the application responds to tester input in a Word document. At the next team meeting the resulting documents will be discussed, subsequent tasks identified and assigned “Improve elements highlighted during playtesting” tasks will be amended to reflect these specific tasks.

Now application function is fully implemented (only remaining elements are the inclusion of the historical research, inclusion of audio clips within the AR events and revised visuals, which the team await from external contacts), team feel a significant milestone has been reached and a presentation of the current application version to the client is necessary.

The client presentation will allow both parties to confirm whether the application remains a reflection of the development plan and whether the development plan is still as the client wishes. Team will be able to discuss the application with the client once the presentation is given, to identify all areas the client is satisfied with/feels additions are needed, then use remaining project time to respond to this feedback.

Tom contacted client via email to request a meeting this week, if possible with the client’s schedule.

Team began preparing the presentation for the client, in case the client should confirm they are available to meet this week.

Application prototype was synced to one device and the project apk built to device. Team stress tested application ahead of playtesting. Time was also used to identify which areas each team member will be responsible for in the client presentation.

* TG: introduction, application overview, explanation of content and navigation through app, use of application, explanation of changes since previously presented version
* HC: explanation of AR events, explaining AR event user interaction
* EC: demonstration of application during TG + HC explanation
* ALL: ensuring AR trigger materials are printed ready for client demonstration, ensure development plan is printed for client reference during meeting, print outs of previous version (screenshots) so client is able to see how their feedback at the last presentation has altered the application.

Client responded to team email. Team agreed to meet Basil at Diss Museum, Friday 23 November 2018 at 14:00.

Team agreed to hold a studio-jam with all members on Thursday 22 November to finish production of presentation materials and allocate specific presentation elements to each team member, before rehearsing the pitch ahead of the client meeting.

Before closing the meeting team acknowledged Peter’s (external modeler) WhatsApp message which explained that duplicate vertices had accidentally been included in the model which had been made available to group. Peter advised a corrected model will be made available shortly.

Henry to respond to Peter’s message today and upload correspondence to repository.

Next meeting arranged for Thursday 22 November @ 14:00.

**Tasks for the current week:**

* **HC - total time: 6h**
* **HC: Attend group meeting to attend for client presentation (2h 30m)**
* **HC: Travel to Diss museum to present prototype to client (1h 30m)**
* **HC: Conduct playtesting with at least 6 external people to assess robustness of application functionality (1h)**
* **HC: Improve elements highlighted during playtesting (1h)**
* **EC - total time: 6h**
* **EC: Attend group meeting to attend for client presentation (2h 30m)**
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* **TG - total time: 6h**
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* **TG: Improve elements highlighted during playtesting (1h)**

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