**DMC**

**DATE: 26 November 2018**

**TIME: 11:15 – 12:50**

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

***DISS, GREGGS***

**Meeting Aim:**

* **Review project timeline and development plan, assign tasks and negotiate completion times**
* **Adapt tasks as per client feedback**
* **Respond to Peter (external modeller) and pass information to client as promised**

**Meeting Minutes:**

All team in attendance.

Team began by reviewing the development plan document and project timeline.

Team will need to adapt the project timeline to account for the client’s requested amendments.

The team expect the application to be ‘module complete’ at the end of the next 2 sprints, with the following final 2 sprints being assigned to bug fixing, optimization and a final module client presentation.

With the remaining timeline being so short, team do not see a benefit in adapting the design document to include the recent client requested amendments, as these have already been agreed in person with the client.

Team compared the project timeline to necessary client amendments.

After negotiations, team believe that the next 2 sprints have capacity for already planned development as well as needed changes.

Tom will address the client’s needs for research accuracy – this sprint information will be gathered regarding each AR event as well as the change in focus of the information regarding the overview. The following sprint will be used to gather any further information needed and reformatting information in an appropriate style for inclusion within the app.

Henry will address the client’s understanding of the app – amending the introduction to be altered to the help screen with mascot advice.

Elliot will address the poster design, testing various geometric patterns and updating the poster design.

These will be completed alongside any previously planned tasks.

Before closing the meeting, team messaged Peter (external modeler) via WhatsApp to acknowledge the updated model provided and ask for permission to forward his contact information to the client.

This will be sent to the client pending Peter’s response.

Tasks will be started individually, as team are certain that the final design of the application is shared by all.

Team intended to create and populate new JIRA sprint but noticed that Henry and Elliot had forgotten to advance completed playtesting tasks from the previous sprint.

Elliot and Henry advised this had been overlooked and they will upload word documents and move tasks to complete asap.

Tom will wait for this to be completed before closing the previous sprint and creating the next.

Team will meet later in the week, prior to the end of the sprint to review completed work, hold a jam for any unfinished work, and confirm that all tasks are expected complete ahead of the sprint end.

Next meeting/jam arranged for Friday 30 November @ 14:00.

**Tasks for the current week:**

* **HC - total time: 5h**
* **HC: Update application UI icons to final versions (3h)**
* **HC: Adapt app introduction to show the help screen animations alongside mascot introduction text (2h)**
* **EC - total time: 6h**
* **EC: Produce geometric patterns to be used on posters as AR triggers (2h)**
* **EC: Test quality of patterns produced, produce 8 unique variations of most successful for each AR event (1h)**
* **EC: Produce poster design inclusive of museum text (2h)**
* **EC: Print and test each poster with the application (1h)**
* **TG - total time: 5h 30m**
* **TG: Gather relevant information for each AR event (4h 30m in total, 30m for each event):**
  + **1: Whopsie the cat (30m)**
  + **2: Take off (30m)**
  + **3: Gondola (30m)**
  + **4: Crew (30m)**
  + **5: Stowaway (30m)**
  + **6: Inclement conditions (30m)**
  + **7: Major (30m)**
  + **8: NY landing (30m)**
  + **9: Homecoming (30m)**
* **TG: Gather relevant information to describe creation of the airship (30m)**
* **TG: Gather relevant information to describe the R34 following the Atlantic voyage (30m)**

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