**DMC**

**DATE: 7 December 2018**

**TIME: 10:15 – 13:00 (studio-jam)**

**13:00 – 13:45 (lunch)**

**13:45 – 16:15 (studio-jam)**

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

***A207***

**Meeting Aim:**

* **Review work completed from previous sprint tasks**
* **Confirm update work is reflective of what client requested in their feedback following the most recent presentation**
* **Review project timeline and development plan, assign tasks and negotiate completion times**
* **Provide the client with Peter’s contact information as promised**

**Meeting Minutes:**

All team in attendance.

Team reviewed client correspondence that had taken place within this sprint. In response to Tom’s emailed, client had suggested Wednesday 19 December 2018 at 14:00 for the final in-module presentation. Team had all confirmed availability for this and sent this confirmation to client.

Team remain unaware of any commitments that will currently interfere with attendance. Team also agree that we must leave a minimum of 2 hours in advance of the meeting time, as the previous meeting had to take place with reduced pre-presentation rehearsal (which had been arranged to take place in Diss) due to 2 traffic accidents en route to Diss.

Team do not want quality of presentation to suffer due to any circumstance.

Team reviewed all work completed as per assigned tasks. Team agreed that there were improvements that could be made to all work that had been started and the team used the start of the jam to discuss each other’s work and how each task could be best completed as per the client’s needs.

Due to similar discussion in Monday’s meeting this debate was short with all team members being in close agreement immediately.

Team began working through tasks as a team, contributing to the overall design of every open task. Team in agreement that all tasks are proceeding appropriately as per the brief and client’s expectations.

By the end of the jam the team were satisfied with Henry’s poster improvements, Elliot’s application intro functionality/UI modifications and the research that will be included.

All remaining work will be completed independently:

* Henry will finish production of remaining posters as per the current template agreed with the team, before close of the sprint.
* Elliot’s introduction task has been completed within the jam – UI icons/amended screen ratios/UI banner colour will be completed independently before the sprint end.
* Team satisfied with quality and formatting of AR event research gathered. Tom will adapt remainder of research gathered into ‘style’ team have agreed is most appropriate for target audience before the sprint end.

Team will next meet on Monday to:

* confirm work completed
* confirm apps function and design are appropriate as per the project brief, milestones and recent client feedback
* agree on task assignment for sprint beginning 10/12/18.

Next meeting arranged for Monday 10 December @ 12:00.

**Tasks for the current week:**

* **HC - total time: 4h 40m**
* **HC: Reproduce geometric AR patterns as per discussion in team meeting 3/12/18 (1h)**
* **HC: Print posters to test effectiveness of 8 unique patterns produced, amend and retest if necessary (2h)**
* **HC: Update template poster design to accommodate all AR event sequences (1h)**
* **HC: Include functionality to allow mascot animation in collection screen (30m)**
* **HC: Print 2 functional poster designs, in A3 and A4, to test event scale (10m)**
* **EC - total time: 6h**
* **EC: Improve application UI icons as discussed at team meeting 3/12/18 (3h)**
* **EC: Improve application introduction screen partition ratio and animation sequence to allow for more efficient display of information (3h)**
* **TG - total time: 6h**
* **TG: Further research into and population of 'The R34' screen with research (1h 30m)**
* **TG: To research further into, format and populate information within Unity project for each AR event (4h 30m in total, 30m for each event):**
  + **1: Further research into and population of 'Whopsie the cat' information screen with research (30m)**
  + **2: Further research into and population of 'Take off' information screen with research (30m)**
  + **3: Further research into and population of 'Gondola' information screen with research (30m)**
  + **4: Further research into and population of 'Crew' information screen with research (30m)**
  + **5: Further research into and population of 'Stowaway' information screen with research (30m)**
  + **6: Further research into and population of 'Inclement Conditions' information screen with research (30m)**
  + **7: Further research into and population of 'Major' information screen with research (30m)**
  + **8: Further research into and population of 'NY Landing' information screen with research (30m)**
  + **9: Further research into and population of 'Homecoming' information screen with research (30m)**

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