**DMC**

**DATE: 19 December 2018**

**TIME: 12:40 – 14:00 (pre-client meeting team rehearsal)**

**14:00 – 15:00 (client presentation)**

**ATTENDEES** Tom Gibbs, Elliot Chester, Henry Crofts | Basil Abbott

***DISS MUSEUM***

**Sprint Aims:**

* **Review playtest feedback from weekend since last group jam**
* **Discuss how to and implement solutions to any issues identified**
* **Confirm group build is up-to-date and ensure exported to devices for client presentation**
* **Prepare materials for Wednesday’s client presentation**
* **Create recording of application demonstration**
* **All group members must complete project post-mortems by sprint end**

**Meeting Minutes:**

All team in attendance. Arrived behind schedule, at 13:20 due to heavy traffic.

Team were correct to leave even earlier than had been predicted in previous client presentation weeks.

Team used time before client presentation to review presentation materials, rehearsed mock demonstrations of the application (by Elliot) with Tom and Henry speaking over the demonstration and reviewed the video demonstration of the application which will be given to the client.

Team ended rehearsals to arrive at client museum 10 minutes ahead of scheduled presentation time.

Client responses to presentation:

After the presentation client expressed pleasure with the team’s project - and was pleased that their suggestions from the previous presentation feedback had been included.

Client confirmed they are pleased with the changes made to the application introduction and are impressed with the teams poster designs.

Client was provided with A4 and A3 versions of the poster to compare – advising that they think A3 format will be most appropriate for the exhibition weekend. Team acknowledged this and will print A3 posters closer to the event.

As in previous presentations, client understands that at this point in the project the team are delivering the functionality of the application and that the application features primarily placeholder visual assets. Client is aware and happy that the final versions of:

* 3Dmodels
* Textures
* 2Dsprites
* Any updated animations as a result of updated assets
* Audio

will be added before March 2019.

Client is pleased with quality of models supplied by team’s external modeler and updated concept art received from artist.

After presenting, the team let the client use the application with the AR poster materials.

When specifically asked by the team, client advised they are pleased with the projects current status and satisfied that the team is continuing to meet their brief and updated expectations for the current point in the project *(current point in the project marks the end of DMC module – as agreed when arranging the project brief with the client, the team is continuing the project, separately from the university).*

Client did not have any questions regarding the application, advising they understood the teams presentation – though did have 2 minor changes they would like the team to add.

Only modifications the client wished to be made to the current version of the application:

* Collection screen panel images should be actual (real-life) images of the crew/airship, rather than the current screenshots of the AR sequences.

Tom responded to the client, saying that he knew 5 of the events could be definitely be replaced with real-life pictures he was aware of, however in his research he had not come across any visual record of the poor conditions during the crossing and some of the specific photos found online are restricted by copyright.

Tom suggested either using an exterior shot of the airship against cloud cover, or the map which plots the airships route over the Atlantic. Client advised they are happy for either of these images to be selected for the ‘weather’ panel. Choice is at the discretion of the team.

Client also advised that he has plans to visit with the granddaughter of Major Pritchard in early 2019 – so will request a picture of the Major for use in the application (and any further relevant images she may have which are not accessible). Team thanked client for this and will await their advice.

* Client is pleased with the detail and formatting for demographic of researched information for their visitors, though would like information regarding the airships eventual destruction in the overview screen. Client advised happy with the level of detail given throughout the rest of the application, just that in this specific screen paragraph they would like this detail covered.

Tom proposed potential facts to be included in this paragraph, as the improvement, client advised happy for changes discussed.

Team advised that the changes will be made to the application this week regarding the overview content and as many panel images as possible updated to real-life photographs as possible (without breaking copyright law or using irrelevant images).

Team promised the client an edited/re-recorded demonstration of the application to reflect the changes made to the application.

Discussion with client for post-DMC development:

Client discussed possibility of contacting local news to cover the event and for team to discuss application with them. Client believes this is “relatively unlikely, but worth a try”. Team agreed to speak if the arrangements are made.

Team discussed inclusion of remaining visual assets with client, who is happy with the quality of models, effects and concept art.

Client is happy for UI colour/layout to remain as per the current design for release of the application.

Team will continue to provide updates to the client as assets are provided by the team’s contacts. The client understands that functionality of the project will no longer change and on that basis the client and the team agree that as remaining changes are visual, that much of the remaining correspondence can be completed via emails/videos, rather than in-person presentations.

Potential for inclusion of poster within central cabinet of museum.

Client is happy for team to email as and when funds/information are required for obtaining the Vuforia license required.

End of client meeting.

**Tasks for the current week:**

**(except postmortem) ALL TASK TO BE COMPLETED AS PART OF MONDAY JAM**

**ALL TEAM MEMBERS (9h):**

* **Resolve issues made apparent during team jam and playtesting sessions (1h 30m)**

As part of jam 17.12.18: From feedback gathered during the weekend, since the last team meeting, team must discuss any issues highlighted, how team can update project to rectify issues, then implement solutions.

* **Internally playtest the application to ensure issues rectified (30m)**

As part of jam 17.12.18: Once further issues have been corrected, team must internally playtest the application – attempting to recreate playtest issues – to confirm that all issues have been rectified.

* **Attend Group meeting to prepare and rehearse for module's final client presentation (4h 30m)**

Prepare presentation, physical materials required and rehearse delivery of presentation ahead of client meeting.

* Speaking topics and roles to be assigned
* Example posters for application demonstration to be printed
* elements of development plan to be extracted and printed
* demonstration of application to be prepared and rehearsed
* presentation of application to be rehearsed
* **Final presentation to client (1h 30m)**

Travel to client's premises to deliver final presentation of fully functional app (application not inclusive of final models or audio).

* **Complete module postmortem (1h)**

To be completed independently. Each member must complete a postmortem as provided by Rob Kurta. Submit this to group repository.

Must be uploaded to the group within [root folder -> Postmortems]

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