**DMC**

**DATE: 19 December 2018**

**TIME: 15:00 – 16:20**

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

***DISS, GREGGS***

**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.

Team discussed client presentation with all team members being very pleased with the quality and the response given to the presentation.

Team felt confident to offer client the chance to use the application themselves as all functionality is implemented and known bugs resolved. Team agree that client is pleased with the application.

Team believe that the way in which the team were able to respond to the clients requested changes immediately and without having to do further research have impressed the client further.

The two requested modifications by the client:

* Real-life pictures instead of screenshots
* More specifics given regarding the destruction of the R34

As the requested changes are so minor, the team have agreed to implement them by the end of the working week (Friday 21/12/18).

Team have advised the client that the existing recording will be updated to reflect the changes and made available to the client.

As Tom has been responsible for conducting historical research, Tom will be responsible for sourcing appropriate images for the collection screen.

Tom will then hand these to whichever group member has most availability, for replacement within the application – while Tom amends the overview information with the changes discussed with the client.

*Project progress beyond DMC:*

*Team wish to keep the client updated with all developments.*

*Team need to ensure that the progress of externals is monitored going forward so this can be provided to the client:*

* *Peter Paterson has proven very reliable, team able to update client with his progress and show completed work as well as ongoing versions.*
* *George Flude was able to provide updated concepts ahead of the client presentation, although no finished work as of yet.*

*Team must also make consideration for the fact that updated models may require new animations to be created and the time this will take.*

*Team will be responsible for sourcing Audio assets, though as discussed with the client the quality of these assets is not of significant importance.*

*University has begun seeking an iOS app store license for the team, when/if obtained team will update client.*

*As the Vuforia license duration agreed with the client is for a single month, team do not require museum funds to be transferred until a later date.*

*Team would not be comfortable holding the clients’ money until then, so will discuss the finances with the client close to the release date when all functionality is included/expected finished.*

Team will hold one final DMC studio-jam to make the final client adjustments, to record updated application demonstration and complete any outstanding module admin.

Team will also reserve time within the jam 20/12/18 to look for any areas of improvement within the application or any further potential bugs, fixing any found.

**Sprint will be closed, new sprint will be started at tomorrow’s jam with revised tasks to reflect this.**

Next team meeting arranged for Thursday 20 December @ 12:00.

**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.**