**Meeting Minutes [Week Six]**

**Date:** Wednesday 9th November 2016 **Time:** 9:40am – 12:30pm **Location:** Waterfront Building **Purpose:** To discuss Eddie and Rob’s feedback and the following week's tasks.

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| **Attendees** | | |
| **Name** | **✓** | **Position** |
| Benjamin Reynolds | **✓** | Project Manager / Programmer |
| Thomas Simmons | **✓** | Project Manager / Designer |
| Sam Clack | **X** | Programmer |
| Ionut Ciobanu | **X** | Designer |

**Discussion**

1. Sam was absent and is yet to complete a single task. He has not communicated with the group in two weeks.
2. Ionut failed to attend both meetings and has not contacted the group to explain his absense. He also failed to complete one of his tasks for this week.
3. Eddie noted that we should not read from the projection during presentations, and we should make sure our font size is big enough to be read from the back of the room.
4. Rob explained and emphasised the importance and reasoning behind the sprint methodology.
5. The week's tasks have been allocated and are accessible via our GitHub project page.  
   1. Benjamin Reynolds (P) (6)
      1. Implement the second level of the game (4 Hours)
      2. Managerial Tasks (2 Hours)
   2. Thomas Simmons (D) (6)
      1. Create 14 tiles relative to the third level’s theme (4 Hours)
      2. Managerial Tasks (2 Hours)
   3. Ionut Ciobanu (D) (6)
      1. Create the art asset for the level changing portal (2 Hours)
      2. Create the art asset for the third level’s protagonist (4 Hours)