**Meeting Minutes [Week Eight]**

**Date:** Wednesday 23rd November 2016 **Time:** 9:00am – 1:00pm **Location:** Waterfront Building **Purpose:** To discuss Eddie and Dave’s feedback and the following week's tasks.

|  |  |  |
| --- | --- | --- |
| **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 one month.
2. Ionut failed to attend either meeting, he later emailed explaining his alarm clock had failed to wake him up. Ionut failed to complete two of his tasks on time.
3. The week's tasks have been allocated and are accessible via our GitHub project page.  
   1. Benjamin Reynolds (P) (6)
      1. Managerial Tasks (2 Hours)
      2. Create and implement the ‘3D sound mechanic’ (4 Hours)
   2. Thomas Simmons (D) (6)
      1. Managerial Tasks (2 Hours)
      2. Research the game’s target audience (1.5 Hours)
      3. Gather feedback on the game (2.5 Hours)
   3. Ionut Ciobanu (D) (6)
      1. Create a design and related imagery for the games menu screen(s) (6 Hours)