**Meeting Minutes [Week Eight]**

**Date:** Wednesday 30th November 2016 **Time:** 11:20am – 12:45pm **Location:** Waterfront Building **Purpose:** To discuss Rob’s feedback.

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

**Discussion**

1. Sam was absent and is yet to complete a single task. He has not communicated with the group in 5 weeks.
2. Ionut failed to complete all of his tasks this week and therefore has not been set any further so that he can catch up.
3. We have decided to focus our remaining time on polishing the first two levels of our game and drop the idea of implementing the third.
4. 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. (4 Hours)
   2. Thomas Simmons (D) (3.5)
      1. Managerial Tasks (2 Hours)
      2. Research the game’s target audience (1.5 Hours)
   3. Ionut Ciobanu (D) (6)
      1. Create a design and related imagery for the games menu screen(s) (6 Hours)