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| Manager: | Connor Wilby |
| Date: | 19/10/2016 |
| Attendees: | Macaulay Mills, Jake Seamen, Callum Walsh, Connor Wilby |

**Topics of the meeting:**

The team discussed the comments from the presentation and the need to fully design and ideally implement the story and minigame "Tasks" the player will complete, as well as the story. In addition, with reference to Dave's comment about having a messy/active office to increase the player's immersion, we agreed that a number of assets should be created to reflect that (coffee mugs, paper stacks, printers, In/Out trays, etc) and that many of the assets created could easily be reused in other offices and other areas, such as the staff room.

**Tasks for this week:**

Callum -

* Create a step-by-step story, story driven rewards for the player doing their "tasks"
* Create a list of what 3D assets the story would need in order to reflect those rewards.
* Design one mini-game and a list of 2D assets the game would need in order to be implemented.

Connor -

* Take the 3D assets and create an initial mock-up of the scenes in Unity.
* Program the initial camera-locked look system.
* Design one mini-game and a list of 2D assets the game would need in order to be implemented.

Jake -

* Create a number of 3D assets for the office cubicle area, coordinate with Mac to ensure that the same assets are not created twice.
* Redesign the staff room to be a real room, and a floor plan for the rest of the office
* Design two mini-games and a list of 2D assets they would need in order to be implemented.

Mac -

* Create a number of 3D assets for the office cubicle area, coordinate with Jake to ensure that the same assets are not created twice.
* Design two mini-games and a list of 2D assets they would need in order to be implemented.

**Next week's tasks:**

Implement games based off' last weeks work

Create art assets for the "Tasks" mini-games

Create 3D assets for the rewards as outlined in Callums list.