Group 5 Meeting Minutes

Date of Meeting – 04/04/2018

Time of Meeting – 10:00

Attendees – Elliot Page

Postmortem of previous week’s work:

Work Submitted:

* Curate the minutes and other project management (Elliot, 5h 45m, complete)
* Place posters in half the scene (Elliot, 1h 30m, complete)

Work still to do:

* Put posters in half the scene (Zach, no work logged or submitted)
* Attempt to remodel the plinth (Zach, no work logged or submitted)
* Embellish the in game UI (Max, no work logged or submitted)
* General bug fixing (Rebecca, no work logged or submitted)
* Create the questionnaire used to gain feedback (Joe, 2h logged, no work submitted)
* Get feedback from our target demo (Joe, no work logged or submitted)

What went well –

We now have up to date minutes for the lecturers to see what’s going on with the project. We also have posters in half the scene.

What went badly –

Elliot and Joe were the only productive members of the team this week. Communication was very poor from most team members. Poor excuses for not completing work offered by some team members. The team did not receive notification about the status of issues until it was too late to rectify. Some team members had not even attempted or started work even by the Tuesday evening.

What can be done to improve this week –

The team needs to have greater discipline across the board. More work needs to be produced and the team needs to communicate better in all respects.

Overall Aim of the Week’s Sprint –

We are in the polishing stage, so minor aesthetic tasks. We still need a rigged and animated model.

Tasks for the Current Week:

Max – Embellish the in game UI (6h)

Rebecca – General bug fixing (3h), Chase up Will about the model (1h)

Joe – General bug fixing (3h), write up the feedback (2h)

Elliot – Finish the scene posters (3h)

Zach – Attempt to remodel the plinth (2h)

Meetings Planned:

No meetings planned