**Level 4/5 - Group 5**

**DATE OF MEETING**

21/03/2018

**TIME OF MEETING**

8:00 – 12:30

**ATTENDEES**

Henry Crofts, Dawid Hojka, Samuel McMillan

**APOLOGIES FROM**

Ashely Long

**Postmortem of previous weeks work: -**

The previous weeks work was all completed however there were still 14 hours work open on Tuesday evening with 9 hours 45 minutes remaining when the sprint was closed. There was a lack of communication from the team with Ashley missing two meetings only to email at 3:00AM on Wednesday 18th explaining why he had gone AWOL.

**What went well: -**

What work was completed was completed to a good acceptable standard.

**What went badly: -**

Communication was not as good as it could have been, and Samuel forgot to update his JIRA tasks making it seem like there was more uncompleted work than there was.

**What can be done to improve the current week?**

Communication needs to be vastly improved, this is due to the end of the development cycle looming over and any spare time could be reassigned to make sure the game is completed to the best of the team’s ability.

**Meeting Minutes: -**

Today the team met at 8:00AM to go over the presentation again and make any last-minute changes that could be added. Unfortunately, Ashley was unable to attend the meeting, or the presentation and Samuel turned up 1 hour late at 9:00AM. During the meeting the team spoke about;

* **Adjusting presentation slides:** The team went through the presentations making changes to many of the slides as we put all our playtesting results together.
* **Practiced presentation:** At 9:00AM the team then went into a side room to practice the presentation to make sure all team members were aware of which slides they were presenting and who was taking over Ashley’s slides.
* **Preliminary task discussion:** Before we went to present the team had a short amount of time to discuss some task outlines to be given for the new sprint.

At the meeting we received mainly positive feedback, the chef pop up feedback seemed to give a good response with the audience laughing as intended. We then had a few questions to answer about the game which the team handled well with suggestions on ways to improve some features such as Eddie Duggan’s idea of adjusting how the negative feedback loop works by adjusting the size of the tap zone rather than slowing down the losing player’s “node”.

Each member left the meeting know what is expected of them for the following week.

**Overall Aim of the weeks sprint: -**

Focus on polishing the game and implementing any completed assets into the game. Increase communication so any spare time can be used to make sure as much is completed as possible in the following two weeks.

**Tasks for the current week: -**

* **Henry Crofts / 30 minutes –** Management tasks (Jira, Github, etc...)
* **Henry Crofts / 3 Hour** – Use score system to make customers move between bars.
* **Henry Crofts / 2 Hours –** Implement new updated assets into build.
* **Henry Crofts / 2 hours –** Game Jam in labs
* ***7 Hours 30 minutes***
* **Ashley Long / Indefinite –**  Predisposed
* ***0 Hours 0 minutes***
* **Dawid Hojka / 2 Hours –** Finalize new sushi bar assets with team colours
* **Dawid Hojka / 2 Hours –** Create chef animation for “using” actions etc washing up, cooking etc…
* **Dawid Hojka / 2 Hours –** Game Jam in labs
* ***6 Hours***
* **Samuel McMillan / 1 Hour –** Create a new menu screen
* **Samuel McMillan / 1 Hour –** Create a new end screen
* **Samuel McMillan / 1 Hours –** Create new information screen
* **Samuel McMillan / 1 Hour –** Create cross button to close information screen
* **Samuel McMillan / 2 Hours –** Game Jam in labs
* ***6 Hours***

If there are any questions about your tasks, please contact me as soon as possible so I can help you understand your tasks.

The next meeting will be Monday 23rd April at 10:30AM. Please let me know as soon as possible if you are unable to make this meeting or if you have any issues with any of your tasks.