**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT – Team 18**

Date of Meeting: 27/02/2019

Time of Meeting: 11:00

Attendees: - Anastazia, Adam, Fabian, Declan

Apologies from: - n/a

**Item One: - Post-mortem of previous week**

What went well: Main mechanics implemented

What went badly: Declan showed extreme lack of focus, no work yet completed/uploaded

Feedback Received: Clearly define type of fun

Individual work completed: -

Adam – Score system, presentation

Zia – Jira Tasks, mood boards, background art

Declan – Level 1 block prototype

Fabian – Score system

**Item 2: -** Overall aim of week 4 is to increase mechanic functionality within the prototype. All members focus on presentation practice.

Tasks for the current week: -

Adam – Create a score system, create the presentation and prepare.

Fabian – Create a score system, prepare for presentation.

Zia – Create background art, jira tasks, prepare for presentation.

Declan – Create prototype level, prepare for presentation.

(These tasks are uploaded and tracked on JIRA)

**Item 3:** - Challenges

Declan Grady refused to respond to work tasks according to prior development. Created a level that clashed with previous design and programming elements that had been discussed with all members. Unsure if he rushed and created work. He also watched multiple videos during the meeting, after requesting that he stop. Perhaps requiring escalation.

Meeting Ended: - 15:00

Minute Taker: - Anastazia Hunt