**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT**

Date of Meeting :

Time of Meeting :

Attendees:-

Apologies from:-

**Item One:- Postmortem of previous week**

What went well : be specific

What went badly : be specific

Feedback Recieved : On any aspect of the game, either from tutors, or playtesters etc.

Individual work completed:-

Person 1  
Person 2  
Person 3  
Person 4

Item 2:- Overall Aim of the current weeks sprint (What will the product look like by the end of the sprint. **Be Specific. We will have a .....That does X and Y**

Tasks for the current week:-

You need to be absolutely clear as a team that individual participants understand the tasks they are being asked to complete and have estimated how long it will take them to finish. No more than 6 hours per person per week, 3 hours in lab based work and 3 remotely delivered.

Person 1 tasks  
Person 2 tasks  
Person 3 tasks  
Person 4 tasks

(These tasks to be uploaded and tracked on JIRA)

Item 3:- Any Other Business.

Meeting Ended :-

Minute Taker:-