**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT**

Date of Meeting :13/March/2019

Time of Meeting:12:00-12:10 ; 12:50-13:10 (meeting was interrupted by Jira feedback session with Rob)

Attendees: Joe, Kacey, Andreea

Apologies: Tomas (let us know that he is not feeling well)

**Post-mortem of previous week**

What went well:

* Most of the tasks on Jira completed before deadline
* All uploaded work is at a good standard
* Communication – all problems that occurred were communicated such as Jira not working properly
* 3D asset development completely finished

What went badly:

* One task not completed before the end of the sprint (even if on Jira this task was not put into Very or logged time to it, the work was uploaded on Github. The task will be put into this week’s sprint as it was not yet verified)
* Tasks put in progress late because Jira was not loading

Feedback Recieved :

We received feedback on our time logged on Jira for group project work. After the feedback session we discussed with Kacey about logging hours on Jira correctly since Rob’s feedback suggests that he has only uploaded work worth 7h (the expected standard being 40h). Managerial task will be included on Jira from now on.

Individual work completed:

Joe- all task completed  
Kacey- all tasks completed  
Tomas- all tasks completed , except one  
Andreea- all tasks completed

**Overall Aim of the current weeks’ sprint**

Tasks for the current week:

Design

The aim of the design team for this week is to finish development of instruction screens, sprites and other 2D art. We will prepare for playtesting sessions to be carried on week 9 by developing a questionnaire (provided all the mechanics will be implemented in unity and will be functional).

Tomas tasks:

1. (from backlog from last week) Write instructions for the game
2. Create instructions screen that can be accessed through Main Menu
3. Design a way in which we can instruct the player how to play the game without the need of written instructions

Andreea tasks:

1. Managerial tasks (group meeting, writing meeting minutes)
2. Change colour of buttons for main menu
3. Asset placement/ level design in Unity
4. Write playtesting questionnaire

Programming

The focus of this weeks programming tasks is to

Joe tasks:

Kacey tasks:

Minute Taker: Andreea and Joe