**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT**

Date of Meeting : 27/02/19

Time of Meeting : 11:30

Attendees:- Kyle Bodin, Luke Coates, Viktor Bonev

Apologies from:-

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

What went well : Most tasks were completed with some technical issues

What went badly : Lack of communication

Individual work completed:-

Person 1 Presentation Template, 3D Model  
Person 2 level design  
Person 3 3d models  
Person 4 N/A

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 Presentation, 3d Model, Meeting Minutes, Meeting Catch Up  
Person 2 tasks Create Art Concepts- GUI/HUD and Level Design  
Person 3 tasks Level Design, 3D Model “tile” sets  
Person 4 tasks Unity Build

(These tasks to be uploaded and tracked on JIRA)

Meeting Ended :-12:00

Minute Taker:- kyle bodin