**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT**

Date of Meeting : 25/03/19

Time of Meeting : 12:00

Attendees:- Luke Coates

Apologies from:- Viktor Bonev

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

What went well : N/A

What went badly : People are not updating their tasks on jira even when they have done their tasks and put them on the github, happens even after repeat talks about doing so.

Feedback Recieved : Make sure people sort out their tasks on jira with logging the work without closing it down before they are moved.

Individual work completed:-

Person 1 : Class Task Create assets, Create Levels, Create environmental assets, Meeting  
Person 2 : Class Task Create assets, Create Levels, Create Enviromental assets, Meeting  
Person 3 : Class Task Unity,  
Person 4 : Meeting,

Item 2:- We aim to have a complete walthrough by the end of this week ready for next wednesday, the walkthrough will include:

* Showing through 2-3 levels
* Voice over
* UI Timer on screen

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 : Class Task Create Environmental assets- create refined level concept, Create Walkthrough  
Person 2 tasks : Class Task Create Level(s)- creating level in unreal, Create Level(s)  
Person 3 tasks : Unity- Place a working UI Timer, Transition through levels, Bug Fix  
Person 4 tasks : Class Task Fix models, Finalise Concepts- Main Menu- Pause- Game Over- Win

(These tasks to be uploaded and tracked on JIRA)

Item 3:- Some of the issues on jira was moved by me because they were specific tasks they did but didnt move across by themselves, whilst aslo logging the time they spent was also modified by me, of the specific tasks I knew that they completed.

Meeting Ended :- 1:00

Minute Taker:- Kyle Bodin