Meeting Notes
Date: July 19, 2024
Time: 2:00 PM - 3:30 PM
Location: Conference Room B, Gaming HQ

Attendees:

Alex Thompson (CEO)
Maria Rodriguez (CTO)
Jamie Lee (Lead Game Designer)
Sam Patel (Marketing Director)
Chris Martin (Project Manager)
Tina Nguyen (Lead Programmer)
Emily Carter (HR Manager)
Michael Harris (QA Lead)
Agenda:

Review of Action Items from Previous Meeting
HR Updates and Team Expansion
Quality Assurance Report
Beta Testing Plan for "Space Rangers"
Community Engagement and Feedback
AOB (Any Other Business)
1. Review of Action Items from Previous Meeting:

Sam Patel: Updated on the progress of the Q4 marketing plan:
Livestreams and Q&A sessions scheduled.
Holiday season promotion details finalized.
Contracts signed with gaming influencers.
Jamie Lee: Reported that initial market research for "Cyber Warriors" has begun, with positive early
feedback.
Tina Nguyen: Confirmed that the team has started addressing the memory leak issues in "Space
Rangers" and expects a resolution by next week.
Chris Martin: Presented a draft proposal for flexible working hours and outlined plans for the
team-building retreat.
2. HR Updates and Team Expansion:

Emily Carter: Discussed current hiring needs:
Looking to hire two senior developers and a UX/UI designer to support upcoming projects.
Announced a new partnership with a recruitment agency to expedite the hiring process.
Proposed offering referral bonuses to current employees to attract top talent.
Discussion: Team agreed on the importance of expanding the team to meet project deadlines and
enhance overall productivity.
3. Quality Assurance Report:

Michael Harris: Provided a QA report:
Detailed the recent testing results for "Mystic Adventures" expansion pack, highlighting key bugs and
issues.
Mentioned that "Space Rangers" has entered the final phase of internal testing with a focus on multiplayer
functionality.
Feedback:
Maria Rodriguez: Suggested increasing the frequency of automated testing to catch issues earlier in the
development cycle.
Tina Nguyen: Agreed and mentioned plans to integrate more robust automated testing tools.
4. Beta Testing Plan for "Space Rangers":

Chris Martin: Presented the beta testing plan:
Beta release scheduled for August 15, 2024.
Selected 500 players from the community to participate in the beta testing.
Beta feedback forms and channels set up for efficient data collection.
Discussion: Team emphasized the importance of addressing player feedback promptly and using it to fine-tune the game before the official release.
5. Community Engagement and Feedback:

Sam Patel: Shared insights from recent community interactions:
Highlighted positive feedback on the "Dragon's Quest" update and high engagement on social media.
Discussed plans to host a community event, such as an in-game tournament or live-streamed gameplay sessions, to boost player interaction.
Jamie Lee: Suggested creating a developer blog to provide regular updates and behind-the-scenes looks at game development.
6. AOB (Any Other Business):

Alex Thompson: Reminded everyone about the upcoming industry conference and encouraged team members to continue working on presentation proposals.
Maria Rodriguez: Announced the successful integration of the new graphics engine and proposed a demo session next week.
Next Meeting: Scheduled for August 2, 2024.
Action Items:

Emily Carter: Expedite the hiring process for new team members and implement the referral bonus program.
Michael Harris: Increase the frequency of automated testing and provide an updated QA report in the next meeting.
Chris Martin: Finalize beta testing logistics for "Space Rangers" and ensure smooth execution.
Sam Patel: Organize the community event and start the developer blog by end of July.
Meeting Adjourned at 3:30 PM.