**Meeting Minutes**

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| **S****ubject** | | | | | |
| Cerebria Game – Lab Meeting Session (1) | | | | | |
| **Date, Time (duration) and Venue** | | | | | |
| ·         16/Aug/2016  2:30 – 4:30 pm  ·         Software Lab 3 | | | | | |
| **Attendees** | | | **Non-Attendees** | | |
| ·            Chia Sheng Jie  Chow Wei Xiang  Ong Bee Lee  Ng Jing Nee  Ren Daxuan  Yao Yawen | | | ·          - | | |
| **Chaired by** | | | | Ong Bee Lee | |
| **Last meeting minutes have been reviewed** | | | | No | |
| **Progress Updates** | | | | | |
| **Task** | **Problem/Issue/Progress** | **Solution/Action** | | | **Taken by & deadline** |
| **Task 1** | Introduction of the team members and brainstorming of the project development that can be pre-planned for at least a year. | Introduced by icebreaking and assigning the roles of the team members in general.  Thought of building a short burst variety game point | | | 15 Minutes  16 August 2016 |
| Task 2 | Discussing about how the game genre and its preferred platform. | Decided to use Android as the main platform and use the OpenGL:ES to develop the app itself. Uses Unity as a backup plan if android OpenGL:ES do not succeed. | | | 15 Minutes   16 August 2016 |
| Task 3 | Discussing how the project building organisation will be. | We will be doing incremental design where the game development will depends on the load and management of the team. Since the game is a series of short attention burst games, we can create depending on amount of time that we can make. | | | 25 Minutes   16 August 2016 |
| Task 4 | Discussing how our end users will be and our target audience for purchasing/download this game | We have decided to target dementia or senile patients that can aid them to stimulate their brain cells and also ties our games to the hospital and their helper to link properly. | | | 20 Minutes   16 August 2016 |
| Task 5 | Distributing the roles to the team members | We have decided to appoint the following roles to each individual members.  Project and Release Manager: Ong Bee Lee  QA Manager: Ng Jing Nee  QA Engineer: Yao Yawen  Lead Developer: Chia Sheng Jie  Front End Developer: Chow Wei Xiang  Back End Developer: Ren Da Xuan | | | 10 Minutes   16 August 2016 |
| Task 6 | Create a proposal for the new idea called Cerebria | There will be a mini discussions between the project manager and the lead developer on how the game will be structured and deciminated to the remaining of the team. Proposal will reflect on how the plans and idea will be executed. | | | 15 Minutes   19 August 2016 |
| Task 6 | Create a backlog for the conclusion of this meeting minutes | Research and formatting will be done in between this minute meeting and the next one. Preparation and project status will be reflected | | | 15 Minutes   19 August 2016 |
| **The next meeting will be held** | | | | DD/MM/YYYY  Business Library Discussion Pod | |
| **This minutes have been agreed by all attendees** | | | |  | |