

BSc Computer science programme

Course name: CM3030 Game Development

Tutor group number: T2

Team number: T4

Team meeting time/date: 7am BST 12/05/22

Team members invited: Kyle Jussab, Jess Armitage, Taner Parker, Mohan Dai, Aljaž Čenčič (added to Slack channel, contact also attempted via Slack direct messaging and tutor contacted to ask for email to be enabled via Coursera)

Team members absent:

Agenda item/Time	Description	Discussion	Action Points
1. 7.00-7.15am	Housekeeping Introductions Teamwork Objectives/Expectations/ Responsibilities What have team members learned from previous group work project (ASD)		

	<p>Given the difference in time zones, is Zoom the best way for us to meet? If so, plan for recording and sharing meetings for absent team members</p> <p>Do we need a minimum level of contact each week? Can Team Members commit to checking in on Slack/Trello regularly</p> <p>Discuss possible shared workspaces: GitHub, Trello, do we also need a Google Docs repository?</p> <p>How can we improve the use of the shared workspaces/work collaboratively/begin to implement agile methodology?</p> <p>Thoughts on the completion of Coursera Teammate reviews (week 6)</p>		
2. 7.15-7.30am	Skills Audit/Strengths of Team Members		
3. 7.30-7.45	<p>Game Design Group Concept Document</p> <p>Discussion of individual proposals</p>		

4. 7.45-8am	AOB		
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