# **MEETING AGENDA**

| **Meeting/Project Name:** | Initial meeting | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 03/02/2017 | **Time:** | 14:00 |
| **Meeting Facilitator:** | Chris Youd | **Location:** | Basement, MBL |

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| 1. Meeting Objective |
| Discuss work to be completed for next session (06/02). Discuss what has been completed and delegate new tasks |

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| 2. Attendees | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Chris Youd |  | 2youdc96@solent.ac.uk | 07896046450 |
| Chris Pryor |  | chris.pryor117@hotmail.co.uk |  |
| Ben Towers |  | bentowers17@gmail.com |  |
| Andrew Abraham |  | 2abraa88@solent.ac.uk |  |

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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Discuss work that was set in the intial meeting | All | 14:00 |
| Discuss assigned worked for this week | All | 14:20 |
| Assign tasks and ensure everyone is comfortable with tasks | All | 14:40 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
| Assigned work set from intial meeting | All |
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# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Initial Meeting | | | | | | | | | | | |
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| **Date of Meeting:** (MM/DD/YYYY) | | | 03/02/2017 | | | | | **Time:** | | | 14:00 | | | |
| **Minutes Prepared By:** | | | Chris Youd | | | | | **Location:** | | | Basement, MLB | | | |
| 1. Meeting Objective | | | | | | | | | | | | | | |
| As per agenda | | | | | | | | | | | | | | |
| 2. Attendance at Meeting | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | **E-mail** | | | | | | **Phone** | |
| Chris Youd | | | |  | | | 2youdc96@solent.ac.uk | | | | | | 07896046450 | |
| Chris Pryor | | | |  | | | chris.pryor117@hotmail.co.uk | | | | | |  | |
| Ben Towers | | | |  | | | bentowers17@gmail.com | | | | | |  | |
| Andrew Abraham | | | |  | | | 2abraa88@solent.ac.uk | | | | | |  | |
| 3. Agenda and Notes, Decisions, Issues | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | **Time** |
| Discussed progress, Andrew/Ben have started on creating a Micro GDD for the game. Chris Y/Chris P made no progress, but have plans for completing this weekend. | | | | | | | | | | All | | | | By next 10/02/2017 |
| Discussed tasks that need to be completed by the 06/02/2017, and assigned tasks out to team. Whilst holding the meeting a Github & Trello account were created. Chris Y awaiting Github emails from the team to add into repo. | | | | | | | | | | All | | | | 10/02/2017 |
|  | | | | | | | | | | All | | | | Throughout project |
| 4. Action Items | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| Concept Map | | | | | | | | | | Ben | | | | 06/02/2017 |
| Gantt Chart / WBS | | | | | | | | | | Chris P | | | | 06/02/2017 |
| Risk Analysis table | | | | | | | | | | Andrew | | | | 06/02/2017 |
| Activity Network and Critical Paths | | | | | | | | | | Chris Y | | | | 06/02/2017 |
| 5. Next Meeting (if applicable) | | | | | | | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/02/2017 | | | **Time:** | 14:00 | | | **Location:** | | | Basement, MLB | | |
| Objective: | Actioned items to be completed / work upon feedback | | | | | | | | | | | | | |